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ABSTRACT

This manual provides usable guidelines and planning forms and materials for planning district leadership conferences, which were designed and initiated in Washington State to meet the problems in student enrollment and, consequently, Distributive Education Clubs of America membership. The conferences have become a useful means to increase student-member participation and motivation, leadership development activities, and program promotion. Specific planning information is included such as: checklist of duties, site, sample agendas, budget, fees, registration, workshops and tours, competitive activities, delegates and contestants, and awards and certificates. More than three-fourths of the guide is devoted to appendixes that include charts, forms, and checklists and specific instruction/DECAthon/competitive event room layouts pertaining to mathematics of distribution, window display, speeches, situation handling, sales demonstration, and job interviews. (EA)

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P71-85

- NOW THAT WE ARE ORGANIZED, WHAT DO WE DO? -

CHAPTER _____

SCHOOL _____

CITY _____

CHAPTER ADVISOR _____

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WASHINGTON ASSOCIATION
DISTRIBUTIVE EDUCATION CLUBS OF AMERICA

DISTRICT LEADERSHIP CONFERENCE PLANNER

June, 1971

Coordinating Council for Occupational Education
Division of Vocational Education
Post Office Box 248
Olympia, Washington 98504

PREFACE

The District Leadership Conference Planner has been prepared for and is dedicated to the Distributive Education Coordinators and Chapter Advisors in Distributive Education Areas I-VII. All materials contained herein are included with the following purposes in mind:

1. To suggest procedures concerning the planning and conducting of District Leadership Conferences.

2. To provide duplicating masters which may be used for producing District Leadership Conference materials.

3. To clarify and promote the educational value of DECA activities.

Materials contained within the District Leadership Conference Planner (DLCP) are not all inclusive and there may be errors or omissions. Though the DLCP was pilot tested in the field and suggestions from Distributive Education Teacher-Coordinators, for improvement, have been incorporated in this, the final copy, it is hoped that you will make constructive suggestions which will bring forth improvement in the contents of the DLCP.

Appreciation for the development of the District Leadership Conference Planner must go to those DE Areas which hosted the First District Conferences in Washington and who were involved in testing the usefulness of the enclosed material. A special thank you must go to K. Otto Logan, Program Director of Distributive Education, for his support of the District Leadership Conference concept and for his encouragement in the development and completion of this manual. Hopefully, this "planner" will aid the local chapter advisors in furthering the aims and purposes of DECA through District Leadership Conference activities.

Dennis D. Coplen
W-DECA State Advisor

CONTENTS

	Page	Color
PREFACE	i	White
TABLE OF CONTENTS	iii	White
I. HISTORY OF DISTRICT LEADERSHIP CONFERENCE	1-2	White
II. PLANNING THE DISTRICT LEADERSHIP CONFERENCE	2-24	White
Area Development	3	White
Area Membership	3	White
Checklist of Duties	3	White
Conference Date	5	White
Conference Site	5	White
Sample Conference Agendas	6	White
Conference Budget	6	White
Conference Registration Fee Determination	9	White
Conference Memo	9	White
Conference Invitations	11	White
Workshops and Tours	11	White
Competitive Activities		
Judges	11	White
Competitive Event Advisor's Packets	13	White
Drawing for Contest Time	15	White
Competitive Event Room Layout	17	White
Conference Games	17	White
Student Delegates and Contestants	17	White
Activities Tally Sheet	17	White
Problems, Tests and Topics for Competitive Activities	17	White
Conference Awards, Certificates, Ribbons and Name Tags	17	White
Conference Scripts	19	White
Conference Registration	19	White
Checks and Double Checks	23	White

	Page	Color
II. PLANNING THE DISTRICT LEADERSHIP CONFERENCE (Continued)		
Conference Report to State Advisor	23	White
Cooperation	23	White
III. APPENDICES	29-168	
DE Area I-VII Map	29	White
W-DECA Chapter Membership By DE Area	31-33	Salmon
Conference Checklist of Duties	35-43	Blue
DE Area I-VII Mileage Charts	45-48	Gray
Sample Conference Memo	49-53	White
Competitive Event Pre-Registration Form	55	Yellow
Workshop Pre-Registration Form	57	Green
Official High School Delegate Conduct Practices and Procedures Form	59	White
DE Area IV District Leadership Conference Memo	61-65	Buff Yellow
Competitive Event Judges and Workshop Speaker Check-Off List	67	Pink
Sample Follow-Up Letter to Judges	69	White
General Instructions - Competitive Events	71-72	Yellow
Specific Instructions		
Mathematics of Distribution	73	Salmon
Window Display	75-76	Salmon
Public Speaking	77	Salmon
Impromptu Speech	79	Salmon
Do-It-Now Speech	81	Salmon
Situation Handling	83-84	Salmon
Sales Demonstration-Hard Lines, Soft Lines, and Intangibles	85	Salmon
Job Interview-Boys and Girls	87-88	Salmon
DECAthon		
Sales Demonstration-Intangibles	89	Buff
Impromptu Speech	91	Buff
Situation Handling	93	Buff

	Page	Color
III. APPENDICES (Continued)		
DECAthon (Continued)		
Job Interview-Boys & Girls	95-96	Buff
Mathematics of Distribution	97	Buff
Judge's Information Sheet	99	Blue
Sales Demonstration-Special Instructions for Customer	101	Green
Competitive Event Report Form	103	Pink
DECAthon Tabulation Form	105	Pink
Contestant Time Sheet Sample	107-108	Yellow
DECAthon Contestant Time Sheet Sample	109-110	Green
Competitive Event Room Layouts		
Situation Handling-Preparation Room	111	Buff
Situation Handling-Presentation Room	113	Buff
Public Speaking-Presentation Room	115	Buff
Window Display-Testing Room	117	Buff
Mathematics of Distribution-Testing Room	119	Buff
Impromptu Speech-Preparation Room	121	Buff
Impromptu Speech-Presentation Room	123	Buff
Do-It-Now Speech-Presentation Room	125	Buff
Job Interview-Boys	127	Buff
Job Interview-Girls	129	Buff
Sales Demonstration-Hard Lines	131	Buff
Sales Demonstration-Soft Lines	133	Buff
Sales Demonstration-Intangibles	135	Buff
DECA Mall-Proprietorship Recruitment Exercise	137-140	Gray
Activities Tally Sheet	141-142	Blue
Orientation Meeting and Awards Banquet Sample Scripts	143-147	White
Conference Registration Sheet	149	Yellow

	Page	Color
III. APPENDICES (Continued)		
Checks and Double Checks	151-157	Green
Sample Conference Report Form-DE Area III	159-163	Gray
Sample Conference Report Form-DE Area I	165-168	Blue
IV. INDEX	169-173	Buff

HISTORY OF DISTRICT LEADERSHIP CONFERENCES

At the Distributive Education October Conference held in 1968 a pamphlet titled "Why Have Regionals?" was introduced in order that Washington DE Teacher-Coordinators would have a basis for discussing the Regional Leadership Conference concept. There were several discussions held on the subject but Regional Conferences were not held in 1968 or 1969.

In 1969 the State of Washington was organized into seven Distributive Education Areas called "DE Areas I-VII." These DE Areas were formed in order that DE Teacher-Coordinators could meet together in small groups during the year for the purpose of discussing common problems in Distributive Education. However, the DE Areas also formed a meeting basis and a geographical boundary basis for initiating "Area or District Leadership Conferences." In 1970, DE Areas IV and V piloted District Leadership Conferences. DE Area V held the first conference in Wenatchee on February 14, 1970 and DE Area IV held its first conference in Aberdeen on February 28, 1970. During the summer of 1970 a manual titled Suggested Guidelines for Leadership Conferences - Districts I-VII was written. This manual was distributed in Ellensburg at the 1970 August Teacher-Training Conference and was pilot tested in January and February of 1971 when DE Areas IV and V held their Second Annual District Conferences and DE Areas I, II, and III initiated their first District Leadership Conferences.

It should be noted that the District Leadership Conferences were designed and initiated to meet the problems brought about by rapid growth in Washington DECA membership. Between the school years 1961-62 and 1970-71, student membership quadrupled and the number of W-DECA chapters tripled. With this growth, other problem areas evolved concerning W-DECA's program of activities.

Problem Area of Communications

1. With additional growth in membership, the motivation of the individual member became more difficult.

2. Upward, downward, and lateral communications became confused due to the increased load on inadequate and outmoded systems.

3. National and State programs became more difficult to control due to the size of the communications system involved in order to keep each chapter informed.

4. Coordination of a single/multi state activities became more difficult to administer.

5. Opportunity for "Idea-Exchange", or "Brainstorming" was reduced.

Problem Area of Program Development

1. An increase in membership placed severe demands on the "Scope" of the DECA program of youth activities in its ability to appeal to widely diversified and varied levels and areas of interest.

2. Identification of participation in DECA activities by business at the grass roots level, was becoming lost or weakened by "Top Heavy" involvement, which didn't filter down to its most effective level.

3. Membership got cut off from participation and recognition where channels were inadequate to handle increased size.

Problem Area of Leadership Development

1. Motivation of individual members became more difficult with an increase in membership due to a decrease in the % of members who participate.

2. Opportunities for practical experience in all leadership activities diminished.

As W-DECA grew in membership, participation at the State Leadership Conference was reduced on a number of members per chapter basis. From 1968-1971 alone, the number of student delegates from any given chapter who could attend the SLC was reduced from 12 students to 4 students. At the same time, the number in attendance at the SLC grew from 400 to 700 persons. Though the purpose of W-DECA is to involve students in activities which will develop leadership, this purpose would have become meaningless had not local DE Teacher-Coordinators taken the initiative to promote and pilot the first District Leadership Conferences which were held.

Today, District Leadership Conferences have become one of the most useful means available to increase student-member participation and motivation, leadership development activities and program promotion. It is because of the District Leadership Conference activities planned in each DE Area that we in Distributive Education are able:

1. To provide for more student involvement in competitive events and other activities of the youth program.

2. To provide an opportunity for each DE student to gain additional knowledge about marketing and distribution.

3. To provide an opportunity for each chapter member to meet DE students from other schools and to learn about the activity programs of other DECA chapters.

4. To provide an opportunity for chapter members to meet other students having similar career objectives.

5. To provide an opportunity for each student to participate in a realistic conference.

PLANNING FOR A DISTRICT LEADERSHIP CONFERENCE

The success or failure of your conference depends on the amount of planning that the DE Teacher-Coordinators in your Area are willing to do in advance of your conference date. This manual, though not a "cure-all" is designed to lessen your planning burden by providing you with useable guidelines and planning forms and materials.

AREA DEVELOPMENT

Distributive Education Areas I-VII provide the foundation and geographical boundaries for W-DECA District Leadership Conferences. The use of the "Area" boundaries for District Leadership Conference planning has proven successful. Appendix I, page 29 shows the state organized into 7 districts which are identical to the present DE Areas I-VII.

AREA MEMBERSHIP

Though the DE Area boundaries will remain fairly constant for some time, it should be noted that there will be the deletion and addition of DE programs in any given DE Area from year to year. In turn, there will be new DECA chapters every year. To keep everyone informed of the changes, new sheets giving W-DECA chapter breakdown by a DE Area will be sent to you the first week in November of each school year. For the most current chapter breakdown by DE Areas please look at Appendix II, pages 31-33.

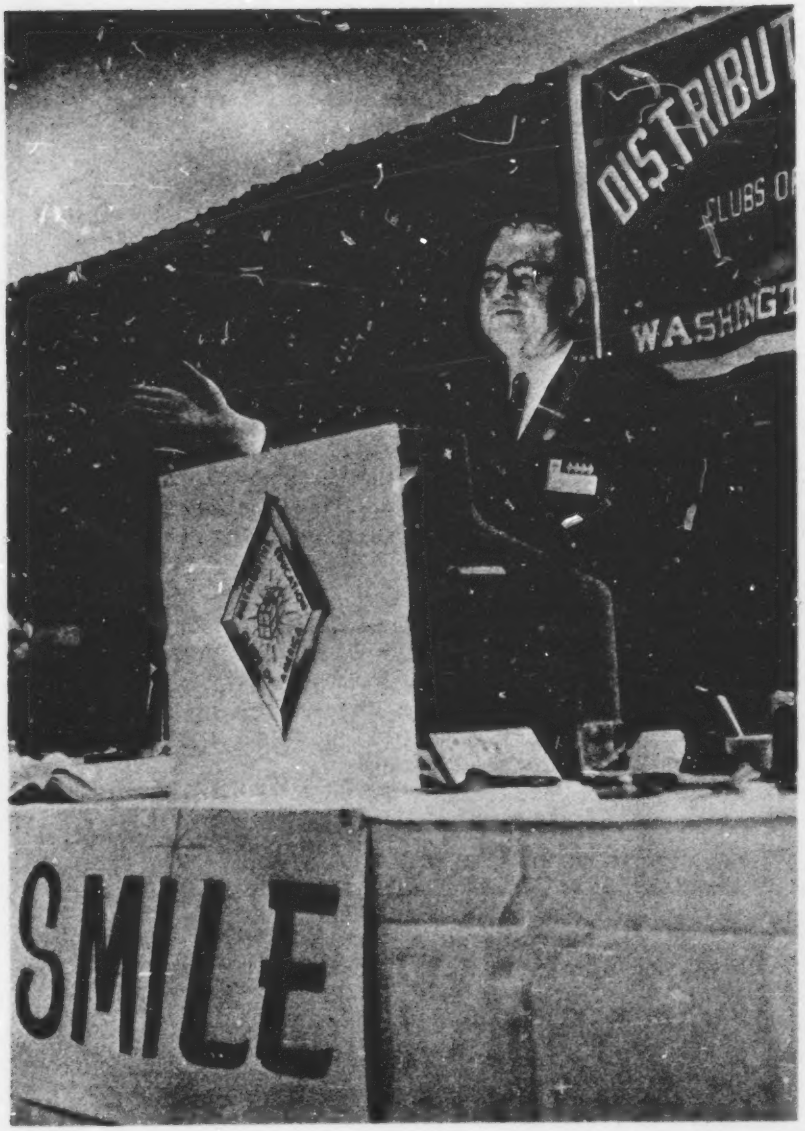
You will note from Appendix II that only High School Division chapters are listed. However, make sure to involve Mid-Management Coordinators from the various community colleges and vocational-technical schools; and Preparatory DE Teachers from the high schools when planning your District Leadership Conference.

DISTRICT LEADERSHIP CONFERENCE CHECKLIST OF DUTIES

To help gain an overall view of the duties connected with planning and implementing a District Leadership Conference, a check list of duties is provided in Appendix III. In addition, every Area will have to set down a time line for accomplishing various items on the "check-list." For example, at the first meeting, the DE Teacher-Coordinators in your Area might come up with a schedule of activities such as the following:

General Arrangements - Two Months Prior to Conference

1. Choose date and time for conference suitable to all. Be sure no local policies are unchecked or in conflict.
2. Make a list and designate on lay-out map, facilities to be used.
3. Determine agenda for conference.
4. Make plans for meal or meals (suggest informal fast-moving buffet style for banquet).
5. Determine what winners will be recognized (1st-3rd, 1st-6th, etc.) and what awards and/or recognition will be given to these students.
6. Determine what signs will be needed.
7. Make plans for refreshments during breaks.
8. Make an estimate of costs anticipated and decide on cost per student.
9. Determine specific responsibilities of all coordinators.
10. Make a complete outline of general plans.



SMILE, THINGS COULD BE WORSE!

11. Get a list of supplies for each event, such as pencils, paper, water, glasses, certificates, etc. Have them ready in advance.

12. Get commitments from judges needed for competitive events, speakers for workshops and other functions, and from participating officials and guests.

General Arrangements - Less Than Two Months in Advance

1. Prepare and send out conference memo and pre-registration forms 4-6 weeks in advance.

2. Prepare programs at least 2 weeks in advance and be sure all is complete. Be sure to double check this.

3. Prepare written tests for competitive events.

Specific Arrangements - Ten Days in Advance

1. Make master list and schedule for contestants from Competitive Event Pre-Registration Form.

2. Preparation for conference registration should begin.

3. Final follow-up on coordinator's responsibilities.

4. Follow up with judges and speakers.

DISTRICT LEADERSHIP CONFERENCE DATES

It is suggested that District Leadership Conferences be held the last week in January or the first week in February. This will allow the coordinators sufficient time to cover appropriate instructional units and will allow every coordinator to return State Leadership Conference Forms to the W-DECA State Advisor by the deadline date.

It has been found that the Conference can be held in one day. Some Teacher-Coordinators have found they cannot get some students to attend a conference which is held on a Friday or Saturday due to weekend plans by parents and family. However, the day of the week on which the conference is held should be determined by each Area since a variety of school schedules exist within the state.

POSSIBLE CONFERENCE SITES:

Facilities

It has proven successful to hold workshops and competitive activities at a local school facility, whether it be a high school, vocational-technical school or community college. This is feasible when the District Conference is held on a Saturday. Usually the only costs involved are janitorial costs. However, no luncheon facilities are usually available on a Saturday and thus bagged or boxed lunches have proven successful. The Awards Banquet can be held at a restaurant in close proximity to the school facility.

NOTE: The preceding arrangement is suggested, whenever possible, because it provides adequate facilities for all activities at the most economical price. However, be sure to check that the eating establishment is a union shop. To hold the function in a non-union shop could create problems.

City Locations

In order to minimize the total miles traveled by all persons in your district, the following cities are suggested for the conference site:

District I:	Everett	District V:	Wenatchee
District II:	Renton	District VI:	Kennewick
District III:	Tacoma		Pasco
District IV:	Longview		Richland
		District VII:	Spokane

NOTE: Mileage charts for each district are contained in Appendix IV, pages . Though not all inclusive, they give approximate miles traveled to reach suggested conference sites. In selecting your conference site, mileage may not be the determining factor. For example, the number of judges needed, facilities needed, etc. may not be available in the city or area suggested for the conference site.

SAMPLE CONFERENCE AGENDAS

In planning conference activities, the objective is to use the time designated for the conference most effectively. The following two examples are agendas used at two different District Conferences.

EXAMPLE I

10:00 a.m. - 11:00 a.m.	Registration
10:00 a.m. - 10:40 a.m.	Workshop
10:45 a.m. - 11:00 a.m.	Live Sales Demonstration
11:10 a.m. - Noon	Contestant Orientation
12:30 p.m. - 4:20 p.m.	Competitive Activities
4:30 p.m. - 6:00 p.m.	Tour
6:30 p.m. - 8:30 p.m.	Awards Banquet

EXAMPLE II

8:00 a.m. - 9:30 a.m.	Registration
9:30 a.m. - 10:30 a.m.	Conference Orientation and Contestant Instructions
9:30 a.m. - 10:30 a.m.	Contest Advisors and Judges' Meeting
11:00 a.m. - 4:30 p.m.	Competitive Activities
11:00 a.m. - 5:00 p.m.	Workshops and Tours
6:30 p.m. - 8:45 p.m.	Awards Banquet

CONFERENCE BUDGET

When determining or projecting your District Leadership Conference budget, make sure to be all inclusive for your total projected DLC expense will be the basis for estimating your conference registration fee. Items to consider in projecting total conference costs are:

1. Coffee and rolls for judges and advisors.

2. Material, printing and mailing costs of conference memo.

3. Material, printing and mailing costs of conference program.

4. Material, printing and mailing costs of conference invitations.

5. Material and printing costs of signs used for headquarters room, meeting room and competitive event rooms.

6. Material, printing and mailing costs of letters of confirmation sent to judges and speakers.

7. Material, printing and mailing costs of thank-you letters sent to judges, speakers and special persons who will have been in attendance at the conference.

8. Cost of meal at conference, banquet and/or luncheon, on a per person basis plus tax and gratuity per plate.

9. Cost of meals for all guests to be invited to attend conference banquet and/or luncheon plus tax and gratuities.

10. Cost of flowers for decoration at conference meal function(s).

11. Cost of decorations at conference meal function excluding flowers but possibly including table center pieces, special DECA napkins, name cards, etc.

12. Cost of renting rooms for conference activities.

13. Janitorial expenses if using facilities of a high school, community college or vocational-technical school for conference activities.

14. Cost of security officer if using school facilities for housing conference activities.

15. Materials and/or printing costs of conference registration packets including manila envelopes, name badges, facility layout sheets, conduct practices and procedure sheets, etc.

16. Material and/or printing costs of preparing competitive event packets including specification and rating sheets, pencils, paper clips, rubber bands, etc.

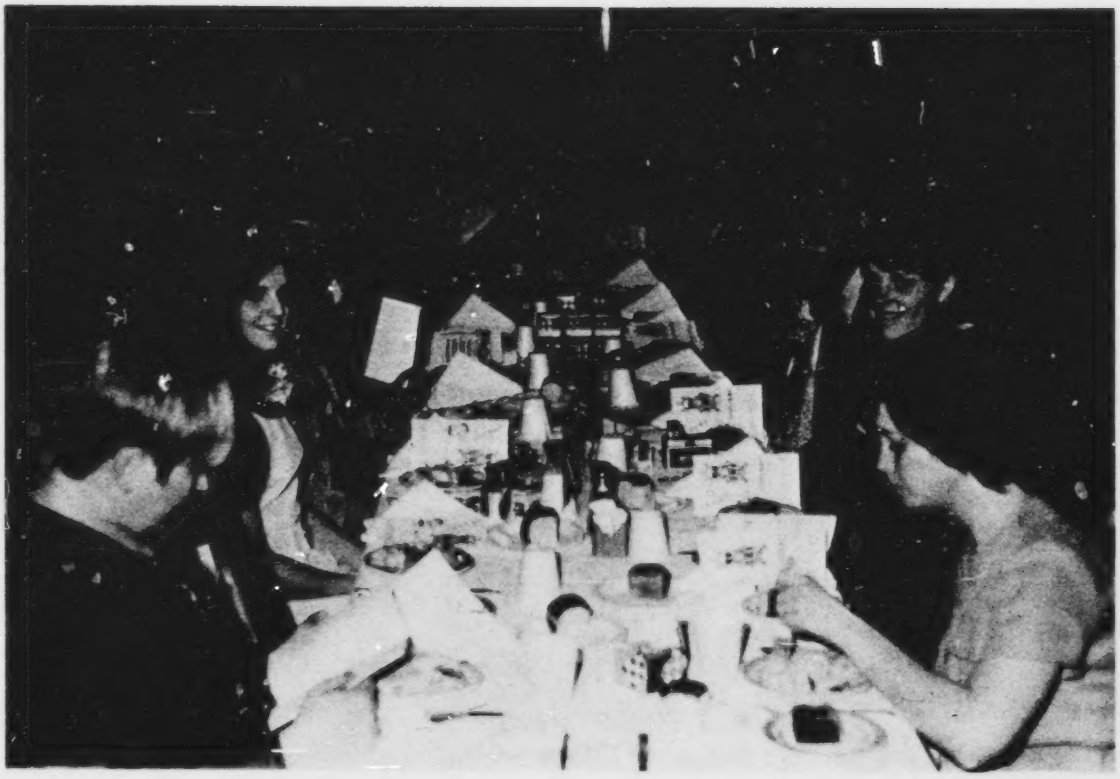
17. Material and/or printing costs of name badges and ribbons for judges and speakers.

18. Material and/or printing costs of Certificates of Appreciation and/or Service for judges, speakers, and special persons involved in conference activities.

19. Cost of awards (medallions or trophies) for competitive event finalists--1st-3rd place.

20. Cost of Honor Award Certificates for competitive event finalists--4th-6th or 4th-8th place.

21. Cost of ribbons for competitive event finalists--1st-6th or 1st-8th place.



Have you received a written confirmation on meal prices? Have you designed your table centerpieces? Will you have a printed banquet program?

22. Cost of other awards desired for conference recognition such as a rotating plaque, etc.

23. Cost of frames if certificates to judges, speakers, or competitive event finalists are to be framed.

24. Other expenses to be determined by Area Teacher-Coordinators.

CONFERENCE REGISTRATION FEE DETERMINATION

In determining the conference registration fee per person, total all projected conference costs except cost of meal plus tax and gratuity per plate for advisors and student delegates. Next, estimate student delegate and advisor attendance at your District Leadership Conference. Ask each chapter advisor in your DE Area for an estimate of the number of adult and student delegates attending from their chapter or chapters. Next, plug in the figures you have obtained in the formula below:

$$\frac{\text{Total conference costs excluding advisor and student delegate price for meal plus tax and gratuity.}}{\text{Estimated attendance by advisors and student delegates less 10\% of estimate.}} + \text{Per plate price of meal for advisors and delegates plus per plate tax and gratuity.} + \$1.50 = \text{Conference Registration fee}$$

You will note that a 10% factor has been included in the conference registration fee formula to adjust for the difference in the estimated attendance figures and actual attendance figures. Also, every conference has costs connected with it that are never projected when determining total projected conference costs. Therefore, $1.50 per person has been included in the formula as an adjustment factor to cover costs not projected in your initial estimates. If your Area should end up with monies left over after registration fees have been collected and conference expenses have been paid, deposit the surplus in a savings account. This will allow you to earn money on your idle funds and the following year provide your Area with funds to work with in the early planning of that year's District Leadership Conference.

CONFERENCE MEMO

The District Leadership Conference memo should be sent out no later than four weeks prior to the conference date and pre-registration materials should be returned no later than two weeks prior to the conference. Items which should be included in or attached to the memo are:

1. Theme of conference
2. Headquarters of conference
3. Conference registration
4. Attendance criteria
5. Program of events - agenda
6. Competitive events information supplement
7. Junior representatives
8. Publicity information
9. Coordinator assignments
10. Conference conduct
11. Transportation
12. Leadership discussion workshops

A sample memo appears in Appendix V, pages 49 to 53. You should also enclose with the memo, 2 competitive event pre-registration forms (sample shown in

Have you written and sent invitations to workshop speakers?

Appendix VI, page 55), 2 workshop pre-registration forms (sample in Appendix VII, page 57), a coordinator competitive events assignment sheet and copies of the official high school delegate conduct practices (sample in Appendix VIII, page 59).

A memo sent out to DE Teacher-Coordinators in DE Area IV concerning one of their District Leadership Conferences appears in Appendix IX, pages 61 to 65.

CONFERENCE INVITATIONS

All persons to be invited to your District Leadership Conference should be invited at least three weeks in advance and confirmation obtained. Suggested persons to invite are:

1. Superintendents
2. Principals
3. Department Chairman
4. Guidance Counselors
5. Mayors
6. Advisory Committee Members
7. Representatives of merchant groups and chambers of commerce
8. Local and State legislative representatives
9. Contest Judges

WORKSHOPS AND TOURS

First, it must be decided how many workshops and/or tours will be made available to the student delegates. No workshop should be more than one and one-half hours in length and time devoted to a tour is dependent on travel time and type of tour decided upon. All arrangements for workshop speakers, tours and transportation should be completed two months prior to the conference date. Speakers should be furnished with name badges, with speakers' ribbons and with conference programs upon arrival at the conference. Certificates of Appreciation should be prepared for all workshop speakers and companies participating in tours. Certificates should be presented to workshop speakers at the end of the workshop. For those companies hosting tours, certificates can be mailed to the companies within two days after the conference. All speakers and companies involved should also be sent a thank-you letter. You may find the form illustrated in Appendix X, page 67, helpful in keeping track of items completed.

COMPETITIVE ACTIVITIES

For every competitive activity, avoid having preliminaries whenever possible. However, remember that a contest advisor's packet, physical facilities, judges and coordinators must be arranged for concerning every competitive activity whether it be a preliminary contest or a final.

1. Judges: All judges should be invited at least two months prior to the conference date. The procedure found most successful to date is:
   a. Determine number and qualifications of judges needed for each event.
   b. Call or personally contact prospective judges.
   c. After oral confirmation from prospective judges, send letter and copy of specification and rating sheets of the particular contest the businessman will judge. Sample letter is contained in Appendix XI. Incorporate public speaking topic, sales demonstration product, etc. when applicable. You might also like to enclose the "DECA-What It Is, What It Does" brochure with your letters to the judges.
   d. Telephone follow-up just a few days prior to the conference.

Have you forgotten to call the judges and again confirm their attendance at your DLC one week prior to the conference?

Judges should be invited to the Awards Banquet. If they do attend, they should be recognized.

2. Competitive Event Advisors Packets: There should be a competitive event advisors packet for every competitive event or every preliminary and final of a given competitive event. The outside of the packet should contain the name of the competitive event advisor and competitive event assignment. The contents of the packet should include:
   a. Gereral instructions to competitive event chairman (Appendix XII).
   b. Specific instructions to competitive event chairman (Appendices XIII through XXV).
   c. Judge's information sheet (Appendix XXVI).
   d. Customer information sheet (Appendix XXVII). Applicable to sales competitive events only.
   e. Judges rating sheets, one per judge/student contestant. These are contained in the W-DECA Handbook.
   f. Competitive event specification sheets. These are contained in the W-DECA Handbook.
   g. Abundant supply of competitive event problems or tests (where required).
   h. Competitive event final report forms (Appendices XXVIII through XXIX, pages 103 to 105).
   i. List of contestants.
   j. Time drawing slips.
   k. Blank time sheets to be filled in after time slips are drawn by contestants. (Competitive event time breakdowns appear in Appendices XXX through XXXI, pages 107 to 110.)
   l. Timing cards for competitive events (obtain times from Specific Instruction Sheet).
   m. 3" x 5" note cards for preparation room where needed.
   n. Entry ribbons.
   o. Judges name badges and ribbons.
   p. Judges appreciation certficiates (to be presented at end of competitive event).
   q. Five pencils except in competitive events with written test where one pencil per contestant, plus extras will be needed.
   r. Three heavy duty rubber bands.
   s. Note pads for judges.

3. Manpower Needs: (Assuming one preliminary section in each competitive event)
   a. Display event
      (1) Judges: 3 professional display personnel to set up and rate display windows.
      (2) Coordinators: Minimum of one for every group of 20 delegates.

   b. Mathematics of Distribution event
      (1) Judges: None
      (2) Coordinators: Minimum of one
      (3) Test Graders: Minimum of one for every 15 tests

   c. Sales Demonstration events - hard, soft, & intangibles
      (1) Judges: Each event will need 5 with one of these acting as a customer.
      (2) Coordinators: Each event will need a minimum of one who will act as timer and statistician.
      (3) Students: Each event will need a minimum of one who will act as door proctor.

Have you prepared packets for competitive event chairmen? Did you forget something that should have been included in the packets?

d. Public Speaking event
   (1) Judges: 4
   (2) Coordinators: Minimum of one who will act as timer and statistician.
   (3) Students: Minimum of one who will act as door proctor.

e. Impromptu Speech event
   (1) Judges: 4
   (2) Coordinators: Minimum of one to act as timer and statistician for contest room.
   (3) Students: Minimum of three, one to act as door proctor of presentation room, one to supervise the contestants holding room, and one to supervise preparation room.

f. Do-It-Now Speech event
   (Same manpower requirements as Impromptu Speech event except no one is needed to supervise a preparation room since preparation is not a part of this event.)

g. Situation Handling event
   (1) Judges: 4
   (2) Coordinators: Minimum of one to act as timer and statistician for presentation room.
   (3) Students: Minimum of three, one to act as door proctor of presentation room, one to supervise the preparation room, and one to supervise the holding room.

h. Job Interview - Boys event
   (1) Judges: 2, receptionist and male interviewer
   (2) Coordinators: Minimum of one

i. Job Interview - Girls event
   (Same requirements as for Boy's Job Interview except interviewer should be a female)

j. DECAthon event
   Manpower requirements for this event are a combination of the manpower requirements for the following events: Situation Handling, Sales Demonstration - Intangible, Job Interview - Boys, Job Interview - Girls, Impromptu Speech, and Mathematics of Distribution.

NOTE: In the above manpower requirements, a minimum has been given concerning number of coordinators needed. If your Area does not have enough coordinators to meet the need, use mid-management students and other adults.

You will note also that the number of judges needed in each event has a built-in precautionary measure in case of absenteeism. This is true except in the Display and Job Interview Events.

4. Drawing for Contest Time: You may find it easier to assign times in the DECAthon events since the time schedule is more complex than in the other competitive events.

Times could be drawn for the Impromtu Speech Event (refer to Appendix XXXI) and this would automatically determine the student's presentation and preparation times in other events. If times are assigned prior to the conference, then place enough copies of the master time sheet in the DECAthon event packets so every student will have one.

Have you ordered Certificates of Appreciation for your conference speakers?

5. Competitive Event Room Layout: Competitive event rooms must be checked the morning of the conference to assure that every item is in its proper place. To aid you in setting up the competitive event rooms, please check Appendices XXXII to XXXXIV, pages 111 to 115.

You will note that a layout sheet has not been provided for the holding room for Situation Handling, Impromptu Speech and Do-It-Now Speech. Also, for setting up rooms for the DECAthon please use Appendices XXXII, XXXIII, XXXVI, XXXVII, XXXVIII, XXXX, XXXXI, and XXXXIV.

CONFERENCE GAMES

Many times we forget that workshops and tours are not the only device by which we can provide learning experiences and information for the student. Games can be educational as was proven by DE Area III at their first District Leadership Conference. The game used by DE Area III was titled, "DECA Mall-Proprietorship Recruitment." The instructions and materials for conducting this activity at your District Leadership Conference appear in Appendix XXXXV.

STUDENT DELEGATES AND CONTESTANTS

Many have asked whether Preparatory DE students, other high school juniors, and community college and vocational-technical school students in mid-management programs can compete. This is a decision that must be answered by the coordinators in each DE Area. Most of the Areas, however, have used "mid-management students" to help with the conference activities but have not allowed these students to compete. Junior representatives (high school juniors not in DE) have been invited to the conferences to observe the activities, but have not been allowed to compete. Juniors enrolled in Preparatory DE Programs who are members of W-DECA's Prep Division have been invited to attend the conferences and, in some Areas, these students have been allowed to compete. Regardless of the decision reached in your Area, remember that the District Leadership Conference concept was developed to provide more participation for the cooperative DE student who is a member of W-DECA's High School Division.

ACTIVITIES TALLY SHEET

When the pre-registration forms sent out with the conference memo are returned, it becomes a time-consuming job to tally the number who will attend the conference and, in turn, the specific number entered in each competitive activity, the specific number who will attend the various workshops, the number of junior representatives, etc. To help ease the burden of keeping statistical data, a sample Activities Tally Sheet is provided in Appendix XXXXVI, pages 141 to 142.

PROBLEMS, TESTS AND TOPICS FOR COMPETITIVE ACTIVITIES

Problems, tests, and/or topics for the following competitive events may be obtained from the State Advisor provided two weeks notice is given: Situation Handling, Impromptu Speech, Display, Mathematics of Distribution, and Do-It-Now Speech.

CONFERENCE AWARDS, CERTIFICATES, RIBBONS AND NAME TAGS

Many have asked where conference awards, certificates, ribbons and name tags may be obtained. The following sources should aid you in your search.

Awards: Many Areas have presented the DECA medallion to 1st-3rd place competitive event finalists. These medallions may be ordered from:

Balfour Supply Service
11722 Parklawn Drive
Rockville, Maryland 20852

Have you ordered the awards for the conference banquet?

The "special medal" comes in bronze ($2.00 each + postage), silver ($2.25 each + postage) and gold $2.50 each + postage). If your Area chooses not to use the medal but prefers trophies, then it is suggested that you contact your local trophy supplier or order from a DECA approved supplier listed in the DECA Suppliers and Sales Project Guide.

Certificates: Washington DECA carrys a supply of the following District certificates:

1. District Contestant Award - a certificate which may be given to all competitive event participants.
2. District Honor Award - a certificate which may be presented to 4th-6th place finalists in competitive activities.
3. Certificate of Service - a certificate for presentation to those who have contributed personal service above and beyond that which was required to insure the successful operation of a District Leadership Conference.
4. Certificate of Appreciation - a certificate for special recognition to those who have supported the program of youth activity in your district.

The certificates may be ordered at a cost of $ .12 per certificate from:

Washington Association
Distributive Education Clubs of America
P. O. Box 248
Olympia, Washington 98504

Ribbons: Washington DECA also carrys a supply of ribbons for various District Conference activities and these may be ordered at $ .08 per ribbon from the above address. Those ribbons which may be ordered are:

Type	Color
Judge's ribbon	yellow ribbon with white lettering
District Entry ribbon	purple ribbon with white lettering
First Place ribbon	blue ribbon with silver lettering
Second Place ribbon	red ribbon with silver lettering
Third Place ribbon	white ribbon with blue lettering
Fourth Place ribbon	green ribbon with silver lettering
Fifth Place ribbon	yellow ribbon with silver lettering
Sixth Place ribbon	pink ribbon with silver lettering
District Honor Award	green ribbon with silver lettering

Name Badges: Official DECA name badges may be ordered from Balfour Supply Service.

CONFERENCE SCRIPTS

Some DE Areas have found that the student leaders need a script or outline when responsible for being the master of ceremonies at the conference orientation session and/or awards banquet. Sample scripts are included in Appendix XXXXVII, pages 143 to 147. The script should be written as a guideline for the student leaders whereby they may make deletions and/or additions.

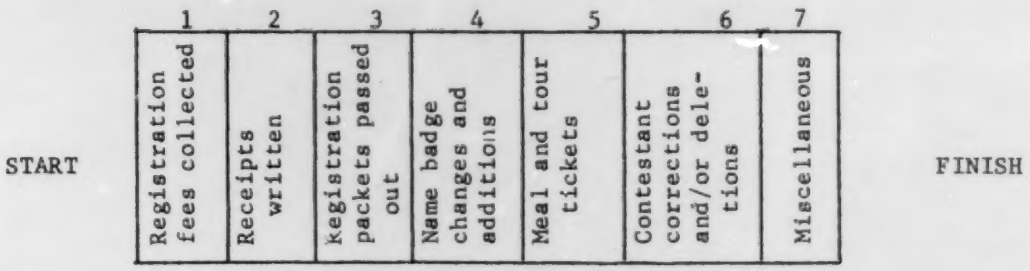
CONFERENCE REGISTRATION

Though many areas may require that the registration fees be sent in with the district conference pre-registration forms, registration at the conference site is still often necessary. Therefore, you must plan for registration activities at the conference.

Have you given assignments and guidelines to the student leaders who will be conducting meetings?

There should be a large area to accomodate individuals for registration purposes. The table layout found most successful for registration purposes is shown below:

REGISTRATION SETUP

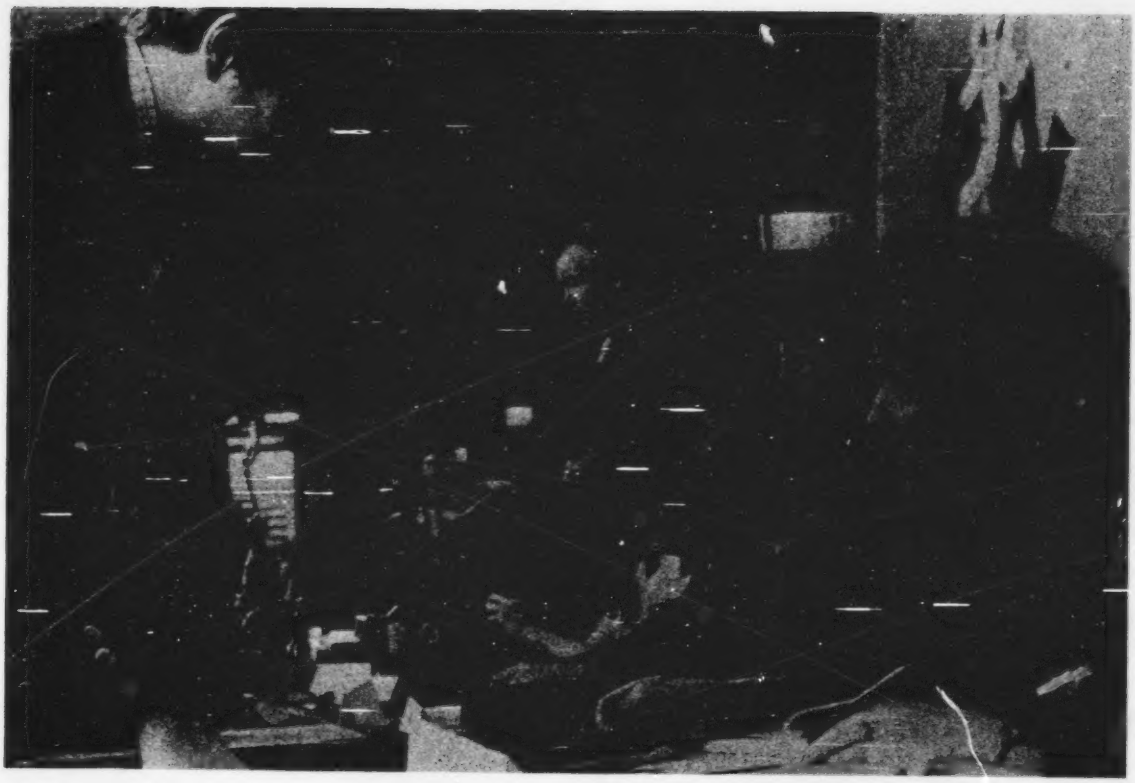


Registration will necessitate a minimum of six persons (students and adults). Person #1 should be furnished with a cash box containing $25 in one-dollar bills and change. It will help if it is stated in the conference memo that the exact registration amount (cash or check) only will be accepted at time of registration. Person #1 will also need a check-off sheet for registration (Appendix XXXXVIII, page 149) and a "tally card." For example, if the registration fee is $6.00 per person the tally card would look like that shown below.

DISTRICT LEADERSHIP CONFERENCE
TALLY CARD

# of Persons	Registration Fee
1	$ 6.00
2	12.00
3	18.00
4	24.00
5	30.00
.	.
.	.
.	.
.	.
15	90.00
.	.
.	.
.	.
.	.
24	144.00
25	150.00

The job of person #2 at the registration desk is self explanatory. However, make sure you have enough receipt books. It will save time if receipts are stamped and signed prior to registration. Person #3 is responsible for handing out the registration packets. These packets should be arranged in alphabetical order according to school name. The name of the coordinator and school should appear on the outside of the packet, as well as a figure indicating number pre-registered. If a school has more than one chapter, you will find



Have you reviewed the suggested conference registration procedure?

it easiest to make two packets and include the chapter's name on the outside of the packet. The registration packet should include the following contents:

1. Layout sheets of facilities
2. Name badges and delegate ribbons
3. Copies of conduct rules & practices
4. Conference programs
5. Copy of competitive event pre-registration form
6. Copy of workshop pre-registration form
7. Etc.

Person in charge of position #4 at registration will need a typewriter and some conference badge blanks. The person in position #5 should be responsible for distributing all meal tickets. Person #6 should be furnished with a list of contestants for each event. Using these sheets, person #6 can delete the names of contestants who pre-registered but did not register for the conference and make name changes where appropriate. If a 7th person is used a registration table, it could be the responsibility of this person to hand out additional programs when needed and to be responsible for handing out name badges and ribbons to speakers and special guests and prepared packets for VIP's other than judges.

CHECKS AND DOUBLE CHECKS

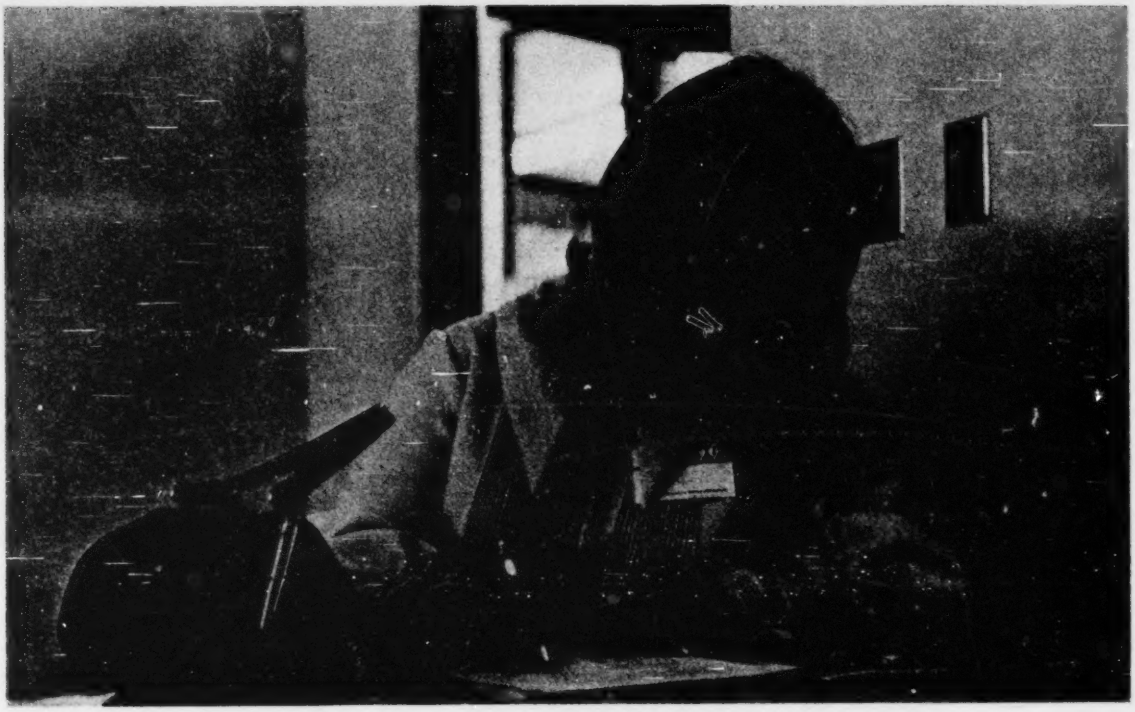
After everyone has spent months planning for the District Leadership Conference, there is always hesitation when it comes to saying, "Everything is ready." Hence, everyone double checks to see if they have forgotten to do something, regardless how minute that one item or activity might be. To help you check and double check certain items at the last minute, a check-off list is provided in Appendix XXXXIX, pages 151 to 157.

CONFERENCE REPORTS TO STATE ADVISOR

In planning conferences it is essential that statistical data be available on past conferences. Also, it is necessary that the State Advisor have in his files information on conference activities in order for him to aid all DE Areas in planning District Conferences which will be successful. Therefore, it is requested that the conference chairman in each DE Area send in a District Conference report no later than May 1 each year. To help you in writing up your Area's Conference report please look at Appendix L, pages 159 to 163.

COOPERATION

To insure that your District Leadership Conference is successful, everyone in your DE Area will have to participate and take responsibility for some facet or facets of the conference. It is hoped that this manual will aid you and minimize your problems as you plan for your upcoming District Leadership Conference.



Have you double checked the room layouts for the competitive event rooms to make surc everything is in proper order?

Have you given proper instructions to the competitive event judges?

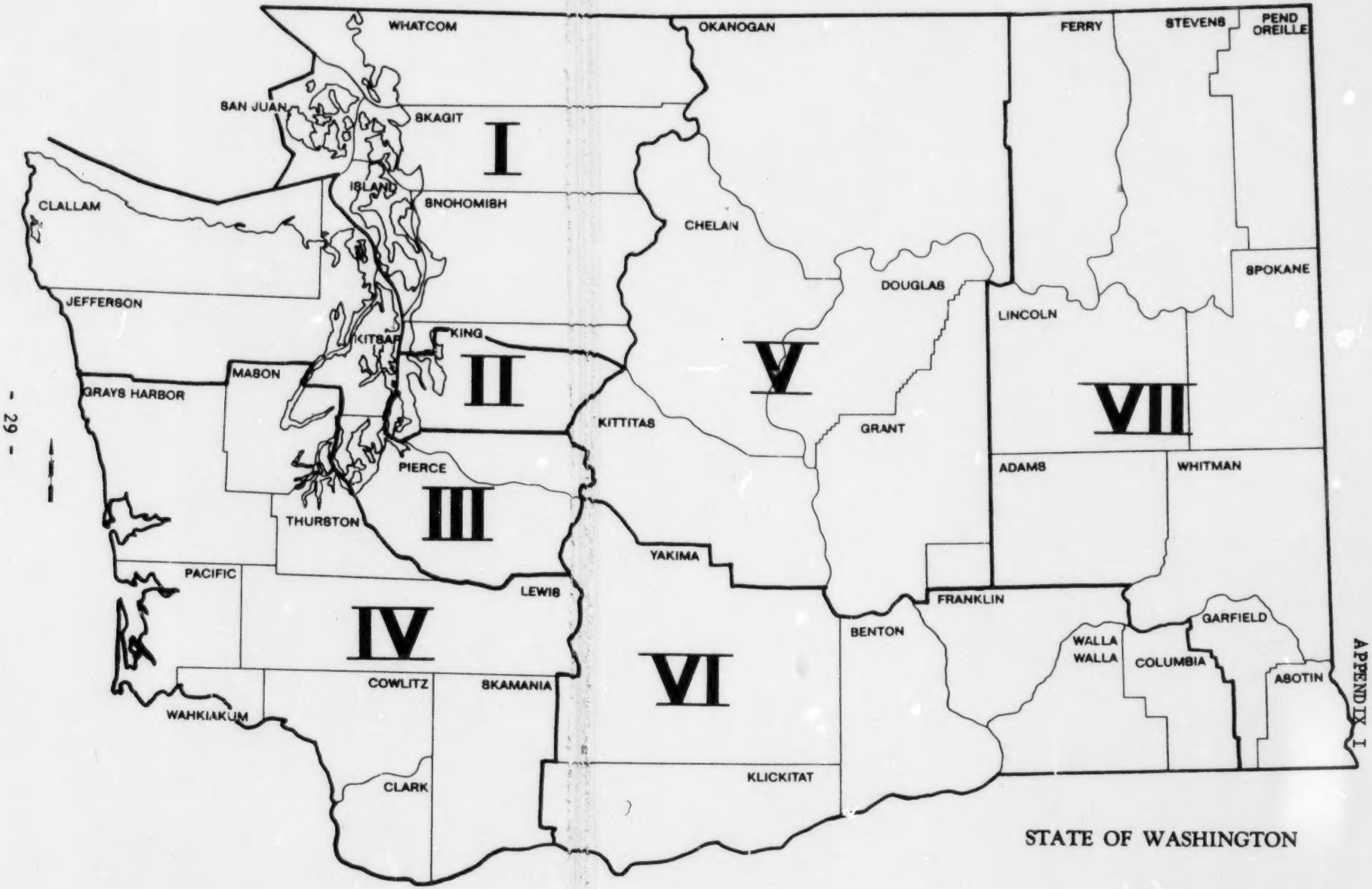
APPENDICES

TABLE OF APPENDICES

APPENDIX	CONTENTS	PAGE	COLOR
I	DE Area I-VII Map	29	White
II	W-DECA Chapter Membership by DE Area	31-33	Salmon
III	Conference Checklist of Duties	35-43	Blue
IV	DE Area I-VII Mileage Charts	45-48	Gray
V	Sample Conference Memo	49-53	White
VI	Competitive Event Pre-Registration Form	55	Yellow
VII	Workshop Pre-Registration Form	57	Green
VIII	Official High School Delegate Conduct Practices and Procedures Form	59	White
IX	DE Area IV District Leadership Conference Memo	61-65	Buff Yellow
X	Competitive Event Judges' and Workshop Speaker Check-Off List	67	Pink
XI	Sample Follow-Up Letters to Judges	69	White
XII	General Instructions-Competitive Events .	71-72	Yellow
	Specific Instructions		
XIII	Mathematics of Distribution.	73	Salmon
XIV	Window Display	75-76	Salmon
XV	Public Speaking	77	Salmon
XVI	Impromptu Speech	79	Salmon
XVII	Do-It-Now Speech	81	Salmon
XVIII	Situation Handling	83-84	Salmon
XIX	Sales Demonstration-Hard Lines, Soft Lines, and Intangibles	85	Salmon
XX	Job Interview-Boy's and Girl's	87-88	Salmon
	DECAthon		
XXI	Sales Demonstration-Intangibles . . .	89	Buff
XXII	Impromptu Speech	91	Buff
XXIII	Situation Handling	93	Buff

APPENDIX	CONTENTS	PAGE	COLOR
	DECAthon Continued		
XXIV	Job Interview-Boy's and Girl's	95-96	Buff
XXV	Mathematics of Distribution	97	Buff
XXVI	Judges' Information Sheet	99	Blue
XXVII	Sales Demonstration-Special Instructions for Customer	101	Green
XXVIII	Competitive Event Report Form	103	Pink
XXIX	DECAthon Tabulation Form	105	Pink
XXX	Contestant Time Sheet Samples	107-108	Yellow
XXXI	DECAthon Contestant Time Sheet Sample . . .	109-110	Green
	Competitive Event Room Layouts		
XXXII	Situation Handling-Preparation Room . . .	111	Buff
XXXIII	Situation Handling-Presentation Room . .	113	Buff
XXXIV	Public Speaking-Presentation Room	115	Buff
XXXV	Window Display-Testing Room	117	Buff
XXXVI	Mathematics of Distribution-Testing Room	119	Buff
XXXVII	Impromptu Speech-Preparation Room	121	Buff
XXXVIII	Impromptu Speech-Presentation Room . . .	123	Buff
XXXIX	Do-It-Now Speech-Presentation Room . . .	125	Buff
XXXX	Job Interview-Boys	127	Buff
XXXXI	Job Interview-Girls	129	Buff
XXXXII	Sales Demonstration-Hard Lines	131	Buff
XXXXIII	Sales Demonstration-Soft Lines	133	Buff
XXXXIV	Sales Demonstration-Intangibles	135	Buff
XXXXV	DECA Mall-Proprietorship Recruitment Exercise	137-140	Gray
XXXXVI	Activities Tally Sheet	141-142	Blue
XXXXVII	Orientation Meeting and Awards Banquet Sample Scripts	143-147	White

APPENDIX	CONTENTS	PAGE	COLOR
XXXXVIII	Conference Registration Sheet	149	Yellow
XXXXIX	Checks and Double Checks	151-157	Green
L	Sample Conference Report Form-- DE Area III	159-163	Gray
LI	Sample Conference Report Form-- DE Area I	165-168	Blue



STATE OF WASHINGTON

APPENDIX I

APPENDIX II

CHAPTER MEMBERSHIP BY DE AREA
Effective September 1, 1970 to September 1, 1971

DE AREA I - DISTRICT LEADERSHIP CONFERENCE I

Arlington High School - Vernon Watson (1)
Bellingham Technical School - William Schacht (1)
Bothell High School - Robert Leifer (1)
Cascade High School - Herman Olson (2)
Edmonds High School - Ruth Westerhuis (1)
Everett High School - Tom Stiger (2)
Inglemoor High School - Gordon Smith (1)
Ingraham High School - Larry Hall (1)
Lake Stevens High School - Glenn Grandy (1)
Marysville High School - Kirke Sievers (1)
Meadowdale High School - Pat Clark (1)
Mountlake Terrace High School - Lloyd Keiley (1)
Shorecrest High School - Josephine Stitzlein (1)
Shoreline High School - Janet Morse (1)
Woodway High School - Jack Ray (1)

(Approximately 17 chapters)

DE AREA II - DISTRICT LEADERSHIP CONFERENCE II

Auburn High School - Clarence Scott (2)
Bellevue High School - Russell Hyslop (3)
Evergreen High School - George Ellis (1)
Glacier High School - Bob Hemingway (1)
Hazen High School - Dick Payne (2)
Highline High School - Marguerite Sablin (2)
Interlake High School - Pat Molitor (1)
Issaquah High School - Doug Crow (1)
Kentridge High School - John Meads (2)
Mt. Rainier High School - Cle Gunsul (2)
Newport High School - Robert Lavery (1)
Renton High School - George Winkels (2)
Renton High School - Linda Rein (1)
Sammamish High School - Tom Hoffman (2)
Tyee High School - Dick Beach (1)

(Approximately 24 chapters)

DE AREA III - DISTRICT LEADERSHIP CONFERENCE III

Clover Park High School - Gerald Ziebeck (1)
East Bremerton High School - Phil Royer (1)
Fife High School - Gerald Lankford (1)
Franklin Pierce High School - Dick Parks (1)
Governor John R. Rogers High School - Harry Diseth (1)
Lakes High School - John Fields (2)
Lincoln High School (Tacoma) - Chris Rasmussen (1)
Mt. Tahoma High School - Joe Baldasare (1)
North Kitsap High School - Tom Schillar (1)
Port Angeles High School - Dennis Bilow (1)
Puyallup High School - Harry Diseth (1)
South Kitsap High School - Ross Bischoff (1)
Stadium High School - Katharine Bush (1)
Thomas Jefferson High School - ? (2)
Washington High School - Dick Parks (1)
Wilson High School - John Gleason (1)

(Approximately 18 chapters)

DE AREA IV - DISTRICT LEADERSHIP CONFERENCE IV

Battleground High School - LeRoy James (1)
Camas High School - Elvin Page (1)
Columbia River High School (Vancouver) - ? (1)
Elma High School - Bill Winkler (1)
Evergreen High School (Vancouver) - Orville Cummings (1)
Ft. Vancouver High School - ? (1)
Mark Morris High School - Chuck Kosinski (1)
North Thurston High School - Dave Steele (1)
Olympia High School - Fred Rexus (3)
R. A. Long High School - Kent Neeley (1)
Ridgefield High School - Tom McMillan (1)
Weatherwax High School - Gary Buckman (1)

(Approximately 14 chapters)

DE AREA V - DISTRICT LEADERSHIP CONFERENCE V

Cashmere High School - Bob Griffith (1)
Ellensburg High School - Ed McDowell (1)
Omak High School - Dennis Carlton (1)
Wenatchee High School - Jim Moran (1)

(Approximately 4 chapters)

DE AREA VI - DISTRICT LEADERSHIP CONFERENCE VI

A. C. Davis High School - ? (1)
Columbia River High School (Richland) - Jim Bowman (2)
Eisenhower High School - Bill Demick (1)
Goldendale High School - Herb Callan (1)
Grandview High School - John Ahlquist (1)
Kamiakin High School - Howard Manners (1)
Kennewick High School - Al Standiford (2)
Pasco High School - Margaret Lorain (1)
Sunnyside High School - Mike Hammack (1)
Walla Walla High School - Maurice Light (3)

(Approximately 14 chapters)

DE AREA VII - DISTRICT LEADERSHIP CONFERENCE VII

Cheney High School - Sam Indorf (1)
Clarkston High School - Glen Ingalls (1)
Colville High School - Jim Christian (1)
Ferris High School - Ken Lemke (1)
John Rogers High School - Gloria Letsch (2)
Kettle Falls High School - Harvey Scott (1)
Lewis & Clark High School - ? (1)
North Central High School - Karen Brockway (2)
Pullman High School - Jim Myers (1)
Shadle Park High School - Jim Morlan (2)
West Valley High School - Pat Knowles (1)

(Approximately 14 chapters)

DISTRICT LEADERSHIP CONFERENCE
CONFERENCE CHECK LIST OF DUTIES

DUTIES	Person Responsible	Call or Letter	On Hand	In Place
I. Possible Locations				
A. Education facilities				
B. Theater				
C. Churches				
D. College				
E. Motels or Hotels				
F. Stores				
G. YMCA or YWCA				
H. Fraternal Organizations				
I. Recreation Centers				
II. Physical Facilities				
A. Accomodations for:				
1. Registration				
2. Orientation Meeting				
3. Workshops				
4. Sales Demonstration - Hard				
5. Sales Demonstration - Soft				
6. Sales Demonstration - Intangible				
7. Window Display				
Display Windows				
Written Exam				
8. Public Speaking				
9. Impromptu Speech				
Holding Room				
Preparation Room				
Presentation Room				
10. Do-It-Now Speech				
Holding Room				
Presentation Room				
11. Job Interview - Girls				
Receptionist				
Interviewer				
12. Job Interview - Boys				
Receptionist				
Interviewer				
13. Situation Handling				
Holding Room				
Preparation Room				
Presentation Room				
14. Mathematics of Distribution				
15. DECAthon				
Impromptu Speech				
Preparation Room				
Presentation Room				
Situation Handling				
Preparation Room				
Presentation Room				
Sales Demonstration - Intangible				
Job Interview - Boys				
Receptionist				
Interviewer				

DUTIES	Person Responsible	Call or Letter	On Hand	In Place
15. DECAthon (continued) Job Interview - Girls Receptionist Interviewer Mathematics of Distribution 16. Contest Advisors Meeting 17. Contestant Instruction Meetings 18. Refreshments 19. Recreation 20. Awards Banquet & Awards Presentation B. Date and Alternate Recorded C. Janitorial Services D. Parking Arrangements E. Copies of Floor Plan and Room Layout for each coordinator F. Tour of facilities for coordinators in DE Area G. Tour of facilities for student assistants.				
III. Signs A. Welcome B. Parking Directions C. Registration D. Headquarters E. Information F. Refreshments G. Orientation Meeting H. Sales Demonstration - Hard Line I. Sales Demonstration - Soft Line J. Sales Demonstration - Intangible (2) K. Situation Handling - Holding Rm. (1) L. Situation Handling - Preparation (2) M. Situation Handling - Presentation (2) N. Window Display - Written Test O. Window Display #1 Window Display #2 Window Display #3 P. Public Speaking Q. Impromptu Speech - Holding Rm. (1) R. Impromptu Speech - Preparation (2) S. Impromptu Speech - Presentation (2) T. Do-It-Now Speech - Holding Room (1) U. Do-It-Now Speech - Presentation V. Mathematics of Distribution (2) W. Job Interview - Boys (2) X. Job Interview - Girls (2) Y. School & Chapter Name (Awards Banquet) Z. Workshops				
IV. Supplies and Equipment A. Registration Table 1. Tables and chairs 2. Cash box & money 3. Pencils & paper 4. Receipt books				

DUTIES	Person Responsible	Call or Letter	On Hand	In Place
5. Registration packets				
a. Programs				
b. Name Badges & Delegate ribbons				
c. Floor Plans				
d. Conduct Rules & Practices				
6. Extra Name Badges				
7. Extra Floor Plans				
8. List of Contestants				
9. Speakers badges & ribbons				
10. Typewriter				
11. Meal tickets				
B. Orientation Meeting				
1. Chairs & tables				
2. Podium				
3. Gavel				
4. Blackboard, etc.				
5. Decorations				
6. Flags				
7. DECA Emblem				
8. Speaker's script				
C. Bulletin Boards				
D. Contest Advisors Meeting - Set up				
E. Contest Chairman Packets				
1. List of Contestants				
2. Contestant Time Sheets				
3. Floor Plans				
4. Judges badges & ribbons				
5. Judges Certificates of Appreciation				
6. Rubber bands				
7. Pencils				
8. Contest specification sheets				
9. Contest rating sheets				
10. Complete list of all judges				
11. Judges Information Sheets				
12. Customer Instruction Sheets (Sales Demonstration only)				
13. Contest Report Blanks				
14. Time drawing slips				
15. Notepads				
16. Tests Window Display Mathematics of Distribution				
17. Situation Handling Cases				
18. Speech Topics Public Speaking Impromptu Speech Do-It-Now Speech				
19. Coordinator Assignment Sheets				
20. General instructions to contest chairmen				
21. Specific instructions to contest chairmen				
22. Contest timing cards				
23. 3 x 5 note cards				
24. Contestant entry ribbons				
25. Paper clips				

DUTIES	Person Responsible	Call or Letter	On Hand	In Place
F. Workshops				
1. Blackboards, chalk, and erasers				
2. Podiums				
3. Speakers Certificates of Appreciation				
4. Chairs & table				
G. Contest (Other than materials in contest chairman packet)				
1. Situation Handling				
a. Holding room				
(1) Television				
(2) Magazines				
(3) Etc.				
(4) Sign on door				
(5) Stop watch				
b. Presentation room				
(1) Tables & chairs for 4 judges				
(2) Table & chair for timer				
(3) Stop watch				
(4) Speakers podium for contestants				
(5) Sign on door				
c. Preparation room				
(1) Tables & chairs				
(2) Sign on door				
(3) Chair outside door & stop watch for proctor				
2. Public Speaking				
a. Tables & chairs for 4 judges				
b. Table & chair for timer				
c. Stop watch				
d. Speakers podium for contestants				
e. Sign on door of contest room				
f. Chairs for observers				
g. Chair outside door for proctor				
3. Window Display				
a. Written exam room				
(1) Tables & chairs				
(2) Pencils for contestants				
(3) Sign on door				
b. Window Judging				
(1) Transportation				
(2) Signs on windows				
4. Mathematics of Distribution				
a. Table & chairs				
b. Pencils for contestants				
c. Sign on contest room door				
5. Impromptu Speech				
a. Holding Room				
(1) Television				
(2) Magazines				
(3) Etc.				
(4) Sign on door				
(5) Stop watch				
b. Preparation Room				
(1) Tables & chairs				
(2) Chair outside door & stop watch for proctor				
(3) Sign on door				

DUTIES	Person Responsible	Call or Letter	On Hand	In Place
c. Presentation Room				
(1) Tables & chairs for 4 judges				
(2) Table & chair for timer				
(3) Podium for contestants				
(4) Stop watch				
(5) Sign on door				
(6) Chair outside door for proctor				
6. Do-It-Now Speech				
a. Holding Room (Use same room as used for Impromptu Speech)				
b. Presentation Room				
(1) Tables & chairs for 4 judges				
(2) Table & chair for timer				
(3) Podium for contestants				
(4) Stop watch				
(5) Sign on door				
(6) Chair outside for proctor				
7. Job Interview - Boys				
a. Receptionist desk & 2 chairs				
b. Chair in reception area for timekeeper				
c. Chairs for contestants wanting to see receptionist				
d. Interviewers desk and 2 chairs				
e. Sign on door leading to receptionist				
f. Stop watch				
8. Job Interview - Girls				
a. Receptionists desk and 2 chairs				
b. Chair in reception area for timekeeper				
c. Chairs for contestants wanting to see receptionist				
d. Interviewers desk and 2 chairs				
e. Sign on door leading to receptionist				
f. Stop watch				
9. Sales Demonstration - Hard Line				
a. Large table for sales counter				
b. Tables & chairs for 4 judges				
c. Table & chair for timekeeper				
d. Stop watch				
e. Chair outside contest room for proctor				
f. Sign on contest room door				
g. Chairs for observers				
10. Sales Demonstration - Soft Line				
a. Large table for sales counter				
b. Table & chairs for 4 judges				
c. Table & chair for timekeeper				
d. Stop watch				
e. Chair outside contest room for proctor				
f. Sign on contest room door				
g. Chairs for observers				

DUTIES	Person Responsible	Call or Letter	On Hand	In Place
11. Sales Demonstration - Intangible				
a. Large table for sales counter				
b. Tables & chairs for 4 judges				
c. Table & chair for timekeeper				
d. Stop watch				
e. Chair outside contest room for proctor				
f. Sign on contest room door				
g. Chairs for observers				
12. DECAthon				
a. Job Interview - Girls				
(1) Receptionists desk & 2 chairs				
(2) Chair in reception area for timekeeper				
(3) Chairs for contestants wanting to see receptionist				
(4) Interviewers desk & 2 chairs				
(5) Sign on door leading to receptionist				
(6) Stop watch				
b. Job Interview - Boys				
(1) Receptionist desk & 2 chairs				
(2) Chair in reception area for timekeeper				
(3) Chairs for contestants wanting to see receptionist				
(4) Interviewers desk & 2 chairs				
(5) Sign on door leading to receptionist				
(6) Stop watch				
c. Situation Handling				
(1) Presentation Room				
(a) Tables & chairs for 4 judges				
(b) Table & chair for timer				
(c) Stop watch				
(d) Speakers podium for contestants				
(e) Sign on door				
(2) Preparation room				
(a) Tables & chairs				
(b) Sign on door				
(c) Chair outside door & stop watch for proctor				
d. Mathematics of Distribution				
(1) Table & chairs				
(2) Pencils for contestants				
(3) Sign on contest room door				
e. Sales Demonstration - Intangible				
(1) Large table for sales counter				
(2) Tables & chairs for 4 judges				
(3) Table & chair for timekeeper				
(4) Stop watch				
(5) Chair outside contest room for proctor				

DUTIES	Person Responsible	Call or Letter	On Hand	In Place
e. Sales Demonstration - Intangible				
(6) Sign on contest room door				
(7) Chairs for observers				
f. Impromptu Speech				
(1) Preparation Room				
(a) Tables & chairs				
(b) Chair outside door & stop watch for proctor				
(c) Sign on door				
(2) Presentation Room				
(a) Tables & chairs for 4 judges				
(b) Table & chair for timer				
(c) Podium for contestants				
(d) Stop watch				
(e) Sign on door				
(f) Chair outside door for proctor				
V. Printed Conference Program				
VI. Typed Conference Program				
VII. Luncheon				
A. Clear with school officials				
B. Clear with cafeteria manager				
1. Timetable				
2. Approximate number				
3. Menu suggestions				
4. Price range				
5. Decorations				
6. Place cards				
VIII. Invitations				
A. Judges				
B. Workshop Speakers				
C. Guests				
IX. Pre-Conference Follow up				
A. Judges				
B. Workshop speakers				
X. Refreshments				
A. Drinks				
B. Cups				
C. Ice				
D. Cookies				
E. Napkins				
F. Chairman & helpers				
XI. Student Assistants				
A. Remain at Registration table and distribute materials				
B. Meet judges and escort them to rooms				
C. Guide contestants and coordinators				
D. Assist with contests				
E. Assist in planned recreation				

DUTIES	Person Responsible	Call or Letter	On Hand	In Place
XI. Student Assistants				
F. Prepare and serve refreshments				
G. Take refreshments to judges				
H. Assist with parking				
I. Assist with typing in Headquarter Room				
II. Recreation (if space permits)				
A. Games				
1. Ping pong				
2. Record player				
3. Shuffleboard				
4. Films				
5. Etc.				
B. Television Room				
III. Open Bank Account				
XIV. Publicity				
A. Newspaper Stories				
B. Radio Announcements				
C. Pictures of Activities				
D. Pictures of Winners				
E. W-DECA Reporter				
F. The DECA Distributor				
XV. Clean up				
A. Recreational Supplies Returned				
B. Tables & chairs returned to original locations				
C. Everything checked for possible damage				
D. Etc.				
XVI. Awards Banquet				
A. Location				
B. Meal				
1. Menu suggestions				
2. Approximate number				
3. Price range				
C. Decorations				
D. Place cards				
E. Awards (medals, trophies, and/or ribbons)				
F. Seating Arrangement				
G. Physical Arrangements				
1. Stage (if possible)				
2. Table for awards				
3. Speakers stand or podium				
4. Microphone (if necessary)				
5. Headtable and chairs				
6. Tables & chairs for student delegates, etc.				
H. Gavel				
I. Certificates of Recognition				
J. Placement of Awards on Awards Table				
K. Program script				
L. Program Assignments				
1. Presiding Officer				
2. Welcome				

DUTIES	Person Responsible	Call or Letter	On Hand	In Place
L. Program Assignments (continued) 3. Flag salute 4. Invocation 5. Introduction of guests 6. Introduction of persons presenting awards 7. Persons to read names of award winners 8. Persons to present awards 9. Persons to present Certificates of Recognition to honored guests				
XVII. Final Conference Report to W-DECA State Advisor				
XVIII. Letters of Appreciation and Thank you A. Judges B. Speakers C. Guests D. Donors E. People, who assisted in any way				
XIX. Payment of bills				

DISTRICT I

MILEAGE CHART	Anacortes	Arlington	Bellingham	Bothell	Edmonds	Everett	No. Seattle
Anacortes	·	40	35	67	63	49	75
Arlington	40	·	50	36	32	19	41
Bellingham	35	50	·	80	76	61	85
Bothell	67	36	80	·	10	18	5
Edmonds	63	32	76	10	·	20	9
Everett	49	19	61	18	20	·	25
No. Seattle	75	41	85	5	9	25	·

DISTRICT II

MILEAGE CHART	Bellevue	Des Moines	Issaquah	Kent	Mercer Is.	Renton	Seattle
Bellevue	·	30	20	33	8	18	5
Des Moines	30	·	40	10	25	15	16
Issaquah	20	40	·	30	25	13	25
Kent	33	10	30	·	14	10	13
Mercer Is.	8	25	25	14	·	12	3
Renton	18	15	13	10	12	·	6
Seattle	5	16	25	13	3	6	·

DISTRICT III

MILEAGE CHART	Auburn	Bremerton	Pt. Angeles	Puyallup	Tacoma
Auburn	·	46	124	10	14
Bremerton	46	·	78	40	33
Port Angeles	124	78	·	118	111
Puyallup	10	40	118	·	10
Tacoma	14	33	111	10	·

DISTRICT IV

MILEAGE CHART	Aberdeen	Camas	Longview	Olympia	Vancouver
Aberdeen	·	148	96	49	133
Camas	148	·	52	119	14
Longview	96	52	·	66	53
Olympia	49	119	66	·	105
Vancouver	133	14	53	105	·

DISTRICT V

MILEAGE CHART	Cashmere	Ellensburg	Omak	Othello	Wenatchee
Cashmere	·	60	100	130	12
Ellensburg	60	·	144	70	71
Omak	100	144	·	125	94
Othello	130	70	125	·	95
Wenatchee	12	71	94	95	·

DISTRICT VI

MILEAGE CHART	Goldendale	Kennewick	Pasco	Richland	Sunnyside	Walla Walla	Yakima
Goldendale	·	116	114	121	63	159	68
Kennewick	116	·	2	7	45	50	85
Pasco	114	2	·	8	46	45	85
Richland	121	7	8	·	40	53	80
Sunnyside	63	45	46	40	·	95	40
Walla Walla	159	50	45	53	95	·	130
Yakima	68	85	85	80	40	130	·

DISTRICT VII

MILEAGE CHART	Clarkston	Colville	Kettle Falls	Pullman	Spokane
Clarkston	·	182	192	35	111
Colville	182	·	10	147	71
Kettle Falls	192	10	·	157	81
Pullman	35	147	157	·	76
Spokane	111	71	81	76	·

DE Area (Roman Numeral) MEMO # (Arabic Number)

TO:

FROM:

SUBJECT: W-DECA DISTRICT LEADERSHIP CONFERENCE - AREA (Roman Numberal): (Month) (Date), (Year); (City), Washington

(City) , Washington is the site of the Area (Roman Numberal) District Leadership Conference of the Washington Association, Distributive Education Clubs of America. This year's program of activities will begin at (Time of day), (Month and Date), and will end promptly at (Time of day) the same day.

"(Conference Theme)" is the theme for this year's District Leadership Conference. Special feastures of the conference will be:

1.
2.
3.

I. Headquarters: Name of Facility
Address of Facility
City, Washington

II. Conference Registration:

A. Registration will take place in (Name of room) of (Name of facility).

B. Registration fee will be (Price) per person who attends (Coordinators and students).

C. The Coordinators will register for the entire delegation. There will be no students in the immediate area of the registration desk.

III. Attendance Criteria:

A. (Statement on how many may attend from each chapter).

B. (Statement on attendance of Junior Representatives).

C. (Statement as to whether students, other than junior representatives, may attend as observers only).

D. Junior Representatives may not be entrants in competitive events.

IV. Program of Events:

A. Below is a program of events scheduled for this years conference.

(Day, Month and Date, Year)

(TIME) . . . . . (ACTIVITY)

(TIME) . . . . . (ACTIVITY)

Etc. Etc.

B. Decorations are planned for the Awards Banquet. To help in decorating the Banquet Hall, we would like each chapter to bring their DECA Chapter Banner to the conference and turn it in at the Registration Desk.

V. Competitive Events Information Supplement:

A. The total program of competitive activities for the High School Division of Washington DECA is outlined in the Washington DECA Handbook.

B. DECAthon

1. Every chapter may have one student entry and only one student entry in the DECAthon.

2. The DECAthon event will be conducted as a separate competitive event.

3. All DECAthon entrants will participate in the following competitive events:
   a. Impromptu Speech
   b. Situation Handling
   c. Job Interview - Boys & Girls
   d. Sales Demonstration - Intangible
   e. Mathematics of Distribution

C. Window Display

1. As described in the specification and rating sheets contained in the W-DECA Handbook, the entrant not only rates three window displays, but also takes a written test on display.

2. Forty-five minutes will be given to take the written test, and the test will be made of sufficient length that no contestant will be expected to complete the entire test.

D. Job Interview

1. In the Job Interview Competitive Event, both boys and girls will apply for the job of their choice in the DECOR Department Store. The DECOR Department Store and its scope of operation is described on the specification sheet for this event contained in the W-DECA Handbook on page 119. Remember, the job applied for must be a distributive job in the department store setting described.

2. A copy of the application blank to be used in both divisions of this event appears in the W-DECA Handbook on page 121 and 122.

E. Merchandise to be used in the Sales Demonstration competitive events are as follows:

1. Hard Goods - The major item must be a _____ whose regular retail value does not exceed $50.00. The related item(s) to be used is the choice of the student, but the related item(s) must not exceed a regular retail value of $50.00 in total.

2. Soft Goods - The major item must be a _____ and must not exceed a regular retail value of $50.00. The related items to be used are the choice of the student, but the related item(s) must not exceed a regular retail value of $50.00 in total.

3. Intangible - " _____ " is the category for the Intangible Sales Demonstration competitive event.

F. Situation Handling: The problems to be solved will arise from the business situation described below:

Business Situation

"The contestant is employed by a department store with a prominent location in a shopping center of a community with a population of 60,000. The contestant will play the role of a full-time sales person (a DE graduate), age 20, charged with more than the usual amount of responsibility. Although the sales person does not, as yet, hold a supervisory or managerial position, there are great possibilities for advancement. Problems are typical of those that occur during any busy hour of the day."

G. Public Speaking: The Public Speaking contestant may choose any one of the following topics on which to give his speech:

1.
2.
3.
4.
5.

H. Competitive Events Pre-Registration Form

1. The enclosed pre-registration forms for all competitive events must be completed and returned to (Return Address) with a postmark date of no later than (Month, Date, Year).

2. A separate typed or printed form should be submitted for each chapter.

3. All participation competitive events at the conference will take place at the same time, so a delegate may enter only one event.

I. Timers: In almost every competitive event there is need of a stopwatch for timing the individual presentations. We would appreciate it if you would bring a stopwatch with you to the conference. This will help alleviate some of the problems we have had in the past.

VI. Publicity Information:

A. The only way we will receive area wide coverage of our District Leadership Conference is for every chapter participating, to obtain local coverage. To help you obtain news coverage, listed below are basic rules which should be followed in writing publicity releases. In addition, the W-DECA Handbook contains a section on Public Relations as well as publicity release samples which may be used as a guideline in preparing your own releases.

Basic Rules:

1. Type it, double spaced, on one side only, on a sheet of 8½" x 11" paper.

2. Leave margins on both left and right of at least 1½".

3. Type in upper left hand corner:
   a. Name of Chapter
   b. Your name and title
   c. Address
   d. Phone number

4. Type release date in upper right hand corner.

5. Begin typing the first page of the story about one-third of the way down the page.

6. Attach a glossy black and white photograph if one is available that will help describe your story content.

7. Time it right - 24-hour period immediately preceding the publication deadline.

8. Take it in person to the newspaper office. One of the editors may want to ask additional questions.

9. Keep your story as short and concise as possible.

B. We are most anxious to have a copy of all newspaper clippings concerning chapter participation in the DLC. For pre-conference articles, please paste copies of all clippings and/or pictures on an 8½" x 11" sheet of paper and note the name of the publication and date. Either mail them directly to (Return address) or bring them with you to (conference city). We would also appreciate copies of post-coverage news articles prepared in the same manner. Every effort is being made to evaluate the press coverage and publicity the conference receives. Your cooperation is vitally important.

VII. Coordinator Assignments:

A. Each coordinator is expected to be responsible for the following:

1. His or her total delegation to, during, and from the conference.

2. Assistance in conducting the competitive events.

3. Assistance in conducting either the discussion groups, workshops, and/or tours.

4. Special assignments when emergencies dictate.

B. A Competitive Events Assignment Sheet is enclosed. Please note your assignment. Changes, if necessary, will be announced at the Advisor's Competitive Event Instruction Meeting. Detailed information as to the specific competitive event role will also be presented at that meeting. In the meantime, a perusal of the specification and judging sheets will probably be of value.

C. All competitive events chairmen are asked to bring a stop-watch with them to the conference. This will assure us that every competitive event section has a device for timing the student presentations.

VIII. Conference Conduct:

A. Enclosed are copies of the Official High School Delegate Conduct Practices and Procedures.

B. Each delegate must take two copies of the conduct practices home. One copy is to be signed by the parents and returned to the coordinator. The parents are to keep the second copy.

C. Those copies bearing parent's signatures should be kept by the coordinator, along with registration fees, for submission at the conference at time of registration. Only those students, for whom signed copies of the Conduct Practices are received at time of registration, will be allowed to attend and participate in conference activities.

IX. Transportation:

A. Transportation arrangements to the conference and return are the responsibility of the chapter advisor.

B. Whenever possible, public transportation should be used.

C. Especially important concerning the area of transportation are items number 4. and 5. of the Official High School Delegate Conduct Practices and Procedures.

X. Leadership Discussion Workshops:

A. There will be (Number) workshops held at the conference and every student will have an opportunity to attend at least (Number) of the (total number of workshops) workshops.

B. Please fill in the Workshop Pre-Registration Form enclosed and return to (Return address) post marked no later than (Month, date, year).

Enclosures:

1. Competitive Events Pre-Registration Forms
2. Copies of the Official High School Delegate Conduct Practices & Procedures
3. Coordinator Competitive Events Assignment Sheet
4. Workshop Pre-Registration Forms

COMPETITIVE EVENT PRE-REGISTRATION FORM
DISTRICT LEADERSHIP CONFERENCE

Directions:
1. Complete in duplicate
2. Separate form for each chapter
3. Type or Print
4. Must be postmarked by: _____
5. Junior Representative is not to be entered in a competitive event
6. Mail both copies to:

_____
_____
_____

School _____ Chapter Name _____

Please note: A chapter may have as many entrants as it wishes in any given participating competitive event. However, a given student may not enter more than one event.

Math. of Distribution _____
_____

Do-It-Now Speech _____
_____

Situation Handling _____
_____

Impromptu Speech _____
_____

Job Interview (Boy) _____
_____

Job Interview (Girl) _____
_____

Display _____
_____

Public Speaking
Name _____ Topic _____
Name _____ Topic _____

Sales Demonstration - Hard Line
Name _____ Product _____
Name _____ Product _____

Sales Demonstration - Soft Line
Name _____ Product _____
Name _____ Product _____

Sales Demonstration - Intangible
Name _____ Product _____

Observers: _____ _____
_____ _____
_____ _____

Please Note: If the DECAthon event is to be an activity at the District Leadership Conference, this event should also appear on the Pre-Registration Form.

DISTRICT LEADERSHIP CONFERENCE
WORKSHOP PRE-REGISTRATION FORM

Directions:
1. Complete in duplicate
2. Type or print
3. Must be postmarked by _____.

Mail both copies to:
_____
_____
_____

School _____ Chapter _____

- -

Please assign your student delegates to the workshops designated below so that you have student representation in each. Each student delegate should be assigned to a different workshop in Session B versus Session A. Session A of all workshops will run from _____ and Session B of all workshops will run from _____.

Workshop I - (Speaker)

Session A	Session B
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Workshop II - (Speaker)

Session A	Session B
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Workshop III - (Speaker)

Session A	Session B
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Workshop IV - (Speaker)

Session A	Session B
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

DISTRICT LEADERSHIP CONFERENCE
OFFICIAL HIGH SCHOOL DELEGATE CONDUCT PRACTICES AND PROCEDURES

1. The term "delegate" shall mean any W-DECA member attending the District Leadership Conference.

2. Delegates shall abide by rules, practices and procedures of W-DECA at all times, from the time they leave home until they return home.

3. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.

4. Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.

5. Transportation to and from the conference shall be by public carrier only, unless an authorized adult is driving.

6. Dates shall be permitted to authorized activities only, and only between official delegates.

7. Delegates are not permitted in public dance halls, bars, or night clubs.

8. No alcoholic beverages in any form shall be possessed by delegates at any time or under any circumstances.

9. Delegates shall respect and abide by the authority and prerogatives vested in the Presiding Officers, Committee Chairmen, Coordinators, and any authorized representative of the above-mentioned.

10. All delegates shall be registered and shall attend all workshops, contests, committee meetings, etc., for which they are registered, as well as all scheduled business sessions and other activities unless specifically excused by their coordinator.

11. Dress regulations established for the conference shall be adhered to. (Boys: Suits or Sport Coats. Girls: Dress or Skirts, Hose.)

12. Delegates who violate or ignore any of the above rules subject themselves and/or their entire delegation to being unseated and sent home and any honors or offices being cancelled and withdrawn from all members of their delegation.

- -

PARENT'S PERMISSION FORM

I hereby give my consent for _____ to attend the W-DECA District Leadership Conference to be held _____, in the city of _____, Washington. It is understood that my signature on this form indicates that I have read and understand the above rules of conduct and agree to my child's being governed by them.

Parent's Signature _____

I have read, and fully understand, the above rules of conduct, and I agree to abide by them during the W-DECA District Leadership Conference. This includes all time between "take-off" from home and returning home.

Student's Signature _____

December 11, 1970

TO: Area IV Superintendents, Principals and DE Coordinators

FROM: Fred A. Rexus-Area IV Chairman, Kent Neeley-Conference Chairman, and Chuck Kosinski-Conference Co-Chairman

SUBJECT: Second Annual Region IV, W-DECA Leadership Conference, January 30, 1971, Lower Columbia Community College, Longview, Washington

Longview, Washington is the site of the Region IV, W-DECA Leadership Conference of the Washington Association, Distributive Education Clubs of America (W-DECA). This year's program of activities will begin Saturday, January 30, 1971.

1. Headquarters: Lower Columbia Community College
   1608 Maple
   Longview, Washington

   Banquet: George's Broiler
   1228 Vandercook Way
   Longview, Washington

   Please provide transportation for your students.

2. Conference Registration and Information:

   a. Registration will take place in the library at Lower Columbia College.
   b. Registration fee will be $7.00 per person who attends (coordinators and students). Lunch is the students' own responsibility.
   c. The coordinator will register for the entire delegation. There will be no students in the registration area.
   d. Deadline for pre-registration forms is a postmark date of no later than January 11, 1971.
   e. Each delegate (other than juniors) may participate in two of the competitive events conducted at the conferences.
   f. To avoid confusion that has existed in the past, this year there will be assigned seating for the Awards Banquet. Seating will be assigned as pre-registration forms are received. Those chapters who return accurate and complete pre-registration material the earliest will receive seating near the head table. Those chapters whose pre-registration materials are received last will be seated farthest from the head table. Therefore, make sure all forms are filled in complete and accurately and get them in early.
   g. Be sure to include registration fee of $7.00 each with pre-registration.

3. Program of Events: (Tentative)

   a. Below is an outline of the events scheduled for this year's conference:

   SATURDAY, January 30, 1971

8:00 - 9:00	REGISTRATION
9:30 -10:00	ORIENTATION MEETING AND CONTEST INSTRUCTIONS

3. a. Continued

SATURDAY, January 30, 1971

10:00 -	COMPETITIVE EVENTS
5:00 - 7:00	AWARDS BANQUET

4. Competitive Events Information Supplement:

a. Job Interview
   (1) In the Job Interview Competitive Event, both boys and girls will apply for the job of their choice in a department store. Remember, the job application must be for any distributive job that is found in a department store.
   (2) The data asked for on the application blank to be used in this event will be that information normally found on a department store application blank. A sample of the form to be used is attached.

b. Merchandise to be used in Sales Demonstration Competitive Events are as follows:
   (1) Hard Goods: Small kitchen appliances as long as the major item does not exceed a retail value of $50 and the related items do not exceed a retail value of $50.
   (2) Soft Goods: Sports clothes as long as the major item does not exceed a retail value of $50 and the related items do not exceed a retail value of $50.
   (3) Intangible: Service Contract is the category for the Intangible Sales Demonstration Competitive Event. Examples of intangibles falling within the service contract category are janitorial service, (landscaping), and gardening services.

c. For the Situation Handling Competitive Event, the following situation is described for all contestants. The problems to be solved will arise from the business situation described below:

   The contestant is employed by a department store with a prominent location in a shopping center of a community with a population of 55,000. The contestant will play the role of a full-time sales person (a DE graduate), age 20, charged with more than the usual amount of responsibility. Although the sales person does not, as yet, hold a supervisory or managerial position, there are great possibilities for advancement. Problems are typical of those that occur during any busy hour of any day.

d. The Public Speaking topics are:
   (1) Industry and Ecology
   (2) Advertising in the 70's
   (3) Business and the American Way of Life

e. Competitive Events Pre-Registration Form
   (1) The enclosed pre-registration forms for all competitive events must be completed and returned with a postmark date of no later than January 11, 1971.
   (2) Please include $7.00 registration fee.

5. Publicity Information:
We are most anxious to have a copy of all newspaper clippings concerning chapter participation in the RLC. For pre-conference articles, please paste copies of all clippings and/or pictures on an 8½ x 11 sheet of paper and note the name of the publication and date. We would also appreciate

5. Continued
copies of post-coverage news articles prepared in the same manner. Every effort is being made to evaluate the press coverage and publicity the conference receives. Your cooperation is vitally important.

6. Coordinator Assignments:

a. Each coordinator is expected to be responsible for the following:
   (1) His or her total delegation to, during, and from the conference.
   (2) Assistance in conducting the competitive events.
   (3) Assistance in conducting either the discussion groups or the competitive event finals.
   (4) Special assignments when emergencies dictate.

b. A Competitive Events Assignments Sheet is attached. Please note your assignment. It is possible that preliminaries will have to be added or deleted depending on the number of entrants in each competitive event. This may necessitate changes in assignments. Changes, if necessary, will be announced at the orientation meeting on Saturday morning at 11:00 a.m. Detailed information as to the specific competitive event role will also be presented at that meeting. In the meantime, a perusal of the specification and judging sheets would be of value.

7. Conference Conduct:

a. Enclosed are copies of the Official High School Delegate Conduct Practices and Procedures.

b. Each delegate must take two copies of the Conduct Practices home. One copy is to be signed by the parents and returned to the coordinator. The parents are to keep the second copy.

c. Those copies bearing parent's signatures should be kept by the coordinator along with registration fees for submission at the conference at time of registration. Only those students, for whom signed copies of the Conduct Practices and Procedures are received at time of registration, will be allowed to attend and participate in conference activities.

8. Transportation:

a. Transportation arrangements to the conference and return are the responsibility of the chapter advisor.

b. Whenever possible, public transportation should be used.

COORDINATOR ASSIGNMENTS

Alex Rexus
- Public Speaking
- Banquet Decoration
- Conference Signs

Elvin Page
- Impromptu Speech
- Do-It-Now Speech

William Winkler
- Job Interview-Girls
- Programs for Banquet

Charles Kosinski
- Window Display
- Certificate of Appreciation-Judges

Robert Leingang
- Grade Math Tests
- Mathematics of Distribution

Dave Steele
- Situation Handling

Vern Hummel
- Hard Line Sales

Fred Rexus &Kent Neeley
- Registration Packets
- Compile Contest Results
- Assist where needed
- Tours

Leonard Woski
- Soft Line Sales

Marvin Tennefoss
- General Trouble Shooter
- Assist where needed

Dennis Coplen
- General Assistant
- Compile Contest Results
- Banquet Scripts
- Banquet Procedures
- Work with State Officers

** We are asking each chapter to bring scrapbooks, merchandise manuals, ideas on fund raising, and chapter banner for Awards Banquet.

LeRoy McCartney
- General Assistant
- Junior Representatives
- Banquet Setup

Dr. Milton Smith

Dr. David Story
- Present Awards

LeRoy James
- Job Interview-Boys

Orville Cummings
- Sales Demonstration-Intangibles

** Each coordinator in charge of a contest-please bring rating sheets, as well as required materials as listed in Suggestion Guidelines. Also read Appendix 10.

COMPETITIVE EVENT JUDGES AND WORKSHOP SPEAKER

Competitive Event or Workshop _____

Name Address Company	Letter of Invitation	Acceptance	Instructions and Material Sent	Reminder Sent	Certificate Prepared	Thank You Sent

Date

Inside Address

Dear Mr. or Mrs. _____:

Thank you for accepting our invitation to participate as a Judge at the Annual District Leadership Conference of the Washington Association, Distributive Education Clubs of America, High School Division. It is vital that we have businessmen and women with your experience act as judges.

Though the contests will be held on (day) , (month), (Day), (Year), the following information will provide you with details as to the specific time and place.

TYPE OF CONTEST: _____

PLACE: _____

ROOM: _____

TIME CONTEST STARTS: _____

It is important that you arrive prior to the time the contest you are judging starts. When you arrive at (place) , please come to the registration desk for your conference program. The registration desk will be located in (place) . Also, we would appreciate it if you would read the enclosed contest material.

We know you would enjoy seeing the students receive awards for outstanding performance in their respective contests. Enclosed is an invitation to be our guest at the Awards Banquet which will be held at (Place & Address) . The Awards Banquet will be held the evening of (Month), (Day) at (Time) . Please return the enclosed reply card at your earliest convenience.

If you have any questions concerning the conference, we will be glad to answer them. We look forward to seeing you on (day), (Month), (Date) and know you will enjoy judging the students presentations.

Sincerely,

(Name)
(Title)
(Phone Number)

DISTRICT LEADERSHIP CONFERENCE

Location _____ Date _____

Activity _____ Time _____

* * * * * * * * * * * * * * * * * * *

GENERAL INSTRUCTIONS

Competitive Event Chairman: _____ Advisors _____

_____

Judges _____

Procedures for Conducting Contest:

1. At the Contest Instruction Meeting:

   a. Chairman will read list of contestants for verification.
   b. Chairman will read and explain the information on the specification sheets to contestants.
   c. Each contestant will fill out one rating sheet for each competitive event judge and return them to the chairman immediately for judges use at contest time.
   d. Contestants will draw for time of preparation and/or presentation. Make sure there are no time gaps between preparation and/or presentation of first and last contestant(s).
   e. Contestants will be instructed to be on hand five minutes before the designated time.
   f. Chairman will prepare, in duplicate, a list of names, schools and times of preparation and/or presentation on enclosed Time Sheet Forms.

2. At the Competitive Event:

   a. Competitive Event Chairman will serve as statistician. Score sheets will be tabulated and ranked during the presentation. Statistician must be certain that ALL items on each rating sheet have been marked.
   b. Other advisor(s) and/or students will oversee preparation room, serve as timers in presentation room, or otherwise carry out duties assigned by chairman.
   c. Student proctors stationed outside presentation rooms will inform preparation room supervisors when judges are ready for next contestant.
   d. Any contestant who fails to report to the preparation and/or presentation room at his designated time will be disqualified unless arrangements for a switch in turn have been made previously and the competitive event chairman and advisors so informed.
   e. Timer should begin timing the contestant when the contestant reaches the front of the room unless otherwise indicated on specific instruction sheet.
   f. During contestant's presentation, the chairman should total the evaluation sheets of the preceding contestant. Make certain that every item on the rating sheets has been circled by all judges. (Tabulation should be done at end of contest if there is only one coordinator who must act as statistician and timekeeper).

g. Contestants should be given District Entry Ribbon after they have made their presentation.
h. Judges will be given rating sheets (which should previously have been arranged in order of contestants' appearance) when the contestant enters the room or just before he enters the room.
i. Observers may not leave or enter the presentation room during a presentation. Student proctor should be so informed.

3. After the Competitive Event:

a. GIVE CERTIFICATE OF APPRECIATION TO JUDGES.
b. After completion of last presentation, all evaluation sheets should have been totaled and contest winners' names and schools determined.
c. Record all applicable information on the Pink COMPETITIVE EVENTS FORM.
d. Ties must be broken by judges' decision before judges leave. Do not flip coin or draw straws.
e. Within one hour after last contestant has finished, place all rating sheets and COMPETITIVE EVENT FORMS in contest chairman's materials envelope and deliver in person to the W-DECA Headquarter's Room in Room #_____.
f. Record suggestions for improvement of contest next year on the back of the COMPETITIVE EVENT REPORT FORM. Ask judges for comments.

SPECIFIC INSTRUCTIONS - MATHEMATICS OF DISTRIBUTION

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and specifications explicitly.

1. The tests are contained in the sealed manila envelopes and under no circumstances are the envelopes to be opened until contest time.

2. The answer keys are contained in the manila envelope as marked and this envelope is not to be opened until the test is completed.

3. When passing out the tests to contestants, place all tests face down in front of each contestant along with a pencil. Explain to contestants that they will be given one hour in which to complete the test and that all tests will be picked up at the end of the hour.

4. The test is of sufficient length that no contestant should finish within the one hour allotted.

5. Before starting on the problems, the students are to fill in the information requested on the front page. Have them print this information in spaces provided.

6. Tests should be taken to room #_____ and graded by coordinator advisors assigned to this contest. All answers are of equal value, one point per correct answer.

7. The contest chairman must rank the first six finalists (as determined by the total scores) on the pink contest report forms supplied. The contest chairman will then deliver the pink sheets to the headquarters room in room #_____.

8. In case of a tie, the tie will be broken by dividing the total number of correct answers by the total number of problems attempted. There will be no ties.

SPECIFIC INSTRUCTIONS - DISPLAY

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and specifications explicitly.

1. This contest is divided into two sections, a written test and window display judging.

2. The written test will be given first.

   a. The written tests are contained in the sealed manila envelopes and under no circumstances are the envelopes to be opened until contest time.

   b. The answer keys are contained in the manila envelope as marked and this envelope is not to be opened until the written test is completed.

   c. When passing out the tests to contestants, place all tests face down in front of each contestant along with a pencil. Explain to contestants that they will be given forty-five minutes in which to complete the test and that all tests will be picked up at the end of forty-five minutes.

   d. Before starting on the test questions, the students are to fill in the information requested on the front page. Have them print this information in spaces provided.

   e. All answers are of equal value, minus one point per wrong answer or unanswered question.

   f. After the written test is completed, the total group should be broken down into smaller groups of students. There should be a minimum of one coordinator advisor assigned to each group. The other coordinator advisors should go to room #_____ and grade the written tests. Remember that tests are scored by totaling number of wrong answers.

3. Each of the three contestant groups and the group's respective coordinator-advisor will proceed to visit the window displays. Each group should visit a different window display at the same time and then rotate to the other windows as a group. For example:

Step 1:	Group A visits window 1
	Group B visits window 2
	Group C visits window 3
Step 2:	Group A visits window 2
	Group B visits window 3
	Group C visits window 1
Last step:	Group A visits window 3
	Group B visits window 1
	Group C visits window 2

   a. Score sheets will be completed as each window is judges and turned in at that time to the person in charge of the group.

b. The window displays to be judged are at the stores listed below and located in downtown _____.

Store #1
Name: _____

Address: _____

Store #2
Name: _____

Address: _____

Store #3
Name: _____

Address: _____

c. Coordinator-advisors will total deviations for each contestant concerning window display judging.

4. Total deviation on all three windows and number of wrong answers on written test for each contestant must be added together and totaled. This will give each contestant a "combined score".

5. The contest chairman must rank the first six finalists (as determined by the lowest "combined score") on the pink contest report forms supplied. The contest chairman will then deliver the pink sheets to the headquarters room in room #_____.

6. In case of a tie, the tie will be broken by giving more weight to the written test. There will be no ties.

SPECIFIC INSTRUCTIONS - PUBLIC SPEAKING

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and specifications explicitly.

1. Chairman should review contest procedure with judges before the first contestant enters the room.

2. The _____ public speaking topics are:

3. Each presentation room will have a coordinator as timekeeper. The timekeeper should indicate to the contestant when the timing starts. Remember, timing should start after the contestant comes before the podium. The timer should show the appropriate time cards at the following elapsed times: 5 minutes, 6 minutes, 7½ minutes and 8 minutes. Remember, the timer is to allow no more than 10 minutes for the contestant's speech. Make sure judges are aware of this procedure. Also, the contestant is to be penalized 5 points for every 30 seconds or portion thereof under 6 minutes and over 8 minutes.

4. Chairman will make sure not to allow judges to take time to total rating sheets. This should be done by the chairman. This will require an explanation to the judges. (If the judges take time to do the statistical work, the contest timing will fall apart.)

5. The contest chairman must rank the first 6 finalists (as determined by total of judges ratings) on pink sheets supplied. The contest chairman will then deliver the pink sheets to the headquarters room in room #_____.

SPECIFIC INSTRUCTIONS - IMPROMPTU SPEECH

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contest if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and contest specifications explicitly.

1. All contestants will be seated in a "holding room" prior to their individual entrance into the preparation room. One student supervisor will be in charge of the "holding room". (Contestants for Situation Handling and the Do-It-Now events may be seated in the same "holding room".)

2. After a contestant leaves the holding room, he will go directly to the preparation room and should not be allowed to enter except at the exact time as indicated on preparation room time sheet. The contestant will be allowed no more prep time than is indicated and will move directly into the presentation room. At the finish of his presentation the contestant is free to go where he wishes with the exception, that under no circumstances, is the student to be allowed back in the preparation; or "holding room", or where contestants are being held.

3. One coordinator or student proctor will supervise the preparation room.

4. The topic for your section of the Impromptu Speech Contest is not to be removed from the sealed envelope until just prior to the start of the contest. The sealed envelope containing the problems is to be opened by one of the judges.

5. The coordinator or student proctor in charge of the preparation room will give each contestant the speech topic just as the contestant enters the preparation room.

6. The coordinator or student proctor in charge of the preparation room must keep the contest rolling. No contestant may have more than 10 minutes to prepare. He may take less time if so desired and if the presentation room is empty and the judges are waiting for a contestant.

7. Each presentation room will have one coordinator to serve as timer. The timer should indicate to the contestant when the timing starts and should show the appropriate time cards to contestant at the following elapsed times: 2 minutes, 2½ minutes, and 2½ minutes. Remember, the time is to allow no more than five minutes for the contestant's total presentation on the speech. Also, there is a penalty of one (1) point for every second a contestant's speech is short of the two (2) minute mark.

8. Chairman should review contest procedure with judges before the first contestant enters the presentation room. Chairman will make sure not to allow judges to take time to total rating sheets. This should be done by the chairman. This will require an explanation to the judges. (If the judges take time to do the statistical work, the contest timing will fall apart.)

9. The coordinator or student assistants in charge of the "holding room" and preparation room should have a copy of the time sheet. The contest chairman should also have a copy. The time sheet can be used as a check on the contestant's preparation and presentation times so that contestants move smoothly and on time from one room to another.

10. The contest chairman must rank the first six finalists (as determined by total of judges ratings) on pink sheets supplied. The contest chairman will then deliver the pink sheets to the headquarters room in room #_____.

SPECIFIC INSTRUCTIONS - DO-IT-NOW SPEECH

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and specifications explicitly.

1. All contestants will be seated in a "holding room" prior to their individual entrance into the presentation room. One person will be in charge of the "holding room" (contestants for Situation Handling and Impromptu speech events may be seated in the same "holding room".)

2. After a contestant leaves the holding room, he will go directly to the presentation room. At the finish of his presentation the contestant is free to go where he wishes with the exception, that under no circumstances is the student to be allowed back into the holding room or where the contestants are being held.

3. The topic for the Impromptu Speech event is not to be removed from the sealed envelope until just prior to the start of the contest. The sealed envelope containing the problems is to be opened by one of the judges of your section.

4. The chairman will give each contestant the speech topic after the contestant has entered the room and is in front of the judges and standing behind the podium.

5. There are five speech topics contained on 3" x 5" cards which are in sealed envelopes. Prior to the beginning of the contest, the chairman will hand the sealed envelope to the judges. The judges will break the seal and select one topic that all judges can agree on from the five contained within the envelope. In no way should the coordinators handling the contest influence the selection of the topic.

6. Each presentation room will have one person to serve as timer. The timer should start timing the presentation when the chairman has handed the 3" x 5" speech topic card to the contestant. The timer should show the appropriate time cards to contestant at the following elapsed times: 1½ minutes, 2½ minutes, and 2 3/4 minutes. Remember, the timer is to allow no more than three minutes for the contestant's total presentation or speech. Also, there is a penalty of one (1) point for every second a contestant's speech is short of the 1½ minute mark.

7. Chairman should review contest procedure with judges before the first contestant enters the presentation room. Chairman will make sure not to allow judges to take time to total rating sheets. This should be done by chairman. This will require an explanation to the judges.

8. The person in charge of the "holding room" should have a copy of the contestant's time sheet. The contest chairman should also have a copy. The time sheet can be used as a check on the contestants' presentation times so that contestants move smoothly and on time from one room to another.

9. The contest chairman must rank the first six finalists (as determined by total of judges ratings) on pink sheets supplied. The contest chairman will then deliver the pink sheets to the headquarters room in room #_____.

SPECIFIC INSTRUCTIONS - SITUATION HANDLING

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and specifications explicitly.

1. All contestants will be seated in a "holding room" prior to their individual entrance into the preparation room. One person will be in charge of the "holding room" (contestants for the Do-It-Now and Impromptu Speech events may be seated in the same "holding room").

   After a contestant leaves the holding room, he will go directly to the preparation room and should not be allowed to enter except at the exact time as indicated on preparation room time sheet. The contestant will be allowed no more prep time than is indicated and will move directly into the presentation room. At the finish of his presentation the contestant is free to go where he wishes with the exception, that under no circumstances, is the student to be allowed back into the preparation; "holding room", or where contestants are being held.

2. One person will supervise the preparation room. (The same preparation room may also be used for impromptu speech.)

3. Problems for the Situation Handling contest are not to be removed from the sealed manila envelope until just prior to the start of the contest. The sealed packet containing the problems is to be opened by one of the judges of your section.

4. The person in charge of the preparation room will give each contestant the problems just as the contestant enters the preparation room.

5. The person in charge of the preparation room must keep the contest rolling. No contestant may have more than 10 minutes to prepare. He may take less time if so desired and if the presentation room is empty and the judges are waiting for a contestant.

6. The presentation room will have one person to serve as timer. The timer should indicate to the contestant when the timing starts and should show the appropriate time cards to the contestant at the following elapsed times: 2 minutes, 2½ minutes and 4½ minutes. Remember, the timer is to allow no more than five minutes for the contestant's total presentation (solutions to the two problems presented.) Also, be sure to inform the judges of this procedure, so that questioning can begin on the second problem at the 2½ minute mark.

7. Chairman should review contest procedure with judges before the first contestant enters the presentation room. Chairman will make sure not to allow judges to take time to total rating sheets. This should be done by chairman. This will require an explanation to the judges. (If the judges take time to do the statistical work, the contest timing will fall apart).

8. The persons in charge of the holding room and preparation room should have a copy of the contestant's time sheets and the contest section chairman should also have a copy. The time sheet can be used as a check on the contestant's preparation times so that contestants move smoothly and on time from one room to another.

9. The contest chairman must rank the first six finalists (as determined by total of judges ratings) on pink sheets supplied. The contest chairman will then deliver the pink sheets to the headquarters room in room #_____.

SPECIFIC INSTRUCTIONS - SALES DEMONSTRATION

SPECIAL NOTES: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and contest specifications explicitly.

1. The presentation room will have one coordinator as timer. The timer should indicate to the contestant when the timing starts. Remember, timing should start when customer is standing and looking at merchandise. The timer should show the appropriate time cards to contestant at the following elapsed times: 7 minutes, 9 minutes, and 9½ minutes. Remember, timer is to allow no more than 10 minutes for the contestant's presentation. Make sure judges are aware of this procedure.

2. Chairman should review contest procedure with the judges before the first contestant enters the room. Give customer the specific instruction sheet relating to customer's role and give judges the Judges Information Sheet.

3. Chairman will make sure not to allow judges to take time to total rating sheets. This should be done by the chairman. This will require an explanation to the judges. (If the judges take time to do the statistical work, the contest timing will fall apart.)

4. The contest chairman must rank the first six finalists (as determined by total of judges ratings) on pink sheets supplied. The contest chairman will then deliver the pink sheets to the headquarters room in room #_____.

JOB INTERVIEW - BOYS AND GIRLS

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and contest specifications explicitly.

The contest is divided into two divisions, Boys and Girls Job Interview.

1. Contestants will have twenty minutes in which to fill in the application and take the interview.

2. Ten (10) minutes are allowed for filling in the application and 10 minutes are allowed for the interview itself.

3. A personal data sheet or resume may be used by each contestant.

4. At the instruction meeting, students should be told they must turn in their application blank 10 minutes after receiving it from the receptionist, whether finished or not. Contest advisor must see to it that this is done.

5. Students should be told that they will have a warning of 3 minutes in the interview room in which to conclude the interview. That warning will come in the form of a knock on the door of the interview room.

6. Be certain to inform the student during the contest instruction meeting that the time indicated is the time he is to pick up his application blank.

7. Chairman and other contest assistants will be stationed in the reception room. Chairman is to serve as statistician and assistants are to serve as timers. ("Reception room" may be a hallway with two tables and chairs.)

8. Timer will commence timing the moment the contestant enters the interview room and will chop off the interview in exactly 10 minutes, if the interview hasn't already been terminated. At the end of 7 minutes, the timer will knock on the door to indicate that it's time to start terminating the interview. Chairman should be certain to acquaint the judge, who is acting as interviewer with this signaling procedure.

9. The judge should not take the time to total the score sheet--this will be done by the statistician during the next presentation. The judge should hand the score sheet to the timer immediately upon completion. This procedure will have to be explained to the judge by the chairman. The judge and the receptionist must be informed that they will have a contestant at 10-minute intervals and that there is little, if any, leeway in the timing structure. These instructions can be given to the judges during the first 10 minutes when first contestant is filling out the application blank prior to the start of the contest.

10. Advisor stationed at door will have master time sheet (to check on student arrival) and should give receptionist the rating sheets in the order in which the contestants are to appear.

11. Example of procedure:

a. 8:30 a.m. Contestant #1 approaches receptionist and picks up application blank. Receptionist rates the student and hands rating sheet to advisor at door.

b. 8:40 a.m. Contestant enters interview room, handing application to advisor at door. Advisor hands application and rating sheet to executive.

Contestant #2 picks up application blank form from receptionist. Receptionist rates the student and hands rating sheet to advisor at door.

c. 8:50 a.m. Contestant #1 leaves interview room.
Contestant #2 enters interview room.
Contestant #3 picks up application blank from receptionist.

d. 9:00 a.m. Repeat a., b., and c. above.

12. The contest chairman must rank the first six finalists (as determined by total of judges ratings) on pink sheets supplied. The contest chairman will then deliver the pink sheets to the headquarters room in room #_____.

SPECIFIC INSTRUCTIONS - DECAthon - SALES DEMONSTRATION, INTANGIBLE

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and contest specifications explicitly.

1. Chairman should review contest procedure with the judges before the first contestant enters the room. Give customer the specific instruction sheet relating to customer's role and give judges the Judges Information Sheet.

2. Chairman will make sure not to allow judges to take time to total rating sheets. This should be done by the chairman. This will require an explanation to the judges. (If the judges take time to do the statistical work, the contest timing will fall apart.)

3. The presentation room will have one person as timer. The timer should indicate to the contestant when the timing starts. Remember, timing should start when the customer is standing and looking at merchandise. The timer should show the appropriate time cards to contestant at the following elapsed times: 7 minutes, 9 minutes, and 9½ minutes. Remember, timer is to allow no more than 10 minutes for the contestant's presentation. Make sure judges are aware of this procedure.

4. The contest chairman must rank the first six finalists (as determined by total of judge's ratings) on pink Competitive Event Report Form. The chairman will also list all contestants and scores on Final Tabulation Form. When filling in the Final Tabulation Form, list contestants in alphabetical order.

5. Contest chairman will deliver the Competitive Event Report Forms and Final Tabulation Form to the headquarters room in room #_____.

SPECIFIC INSTRUCTIONS - DECATHON - IMPROMPTU SPEECH

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contest if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and contest specifications explicitly.

1. One person will supervise the preparation room. (The same preparation room may also be used for the DECAthon Situation Handling Event.)

2. A contestant should not be allowed to enter the preparation room except at the exact time indicated on preparation room time sheet. The contestant will be allowed no more prep time than is indicated and will move directly into the presentation room.

3. The Impromptu Speech topic is contained in the sealed envelope and is not to be removed from the sealed envelope until just prior to the start of the contest. The sealed envelope containing the speech topic is to be opened by one of the judges.

4. The person in charge of the preparation room will give each contestant the speech topic just as the contestant enters the preparation room.

5. The person in charge of the preparation room must keep the contest rolling. No contestant may have more than 10 minutes to prepare. He may take less time if so desired and if the presentation room is empty and the judges are waiting for a contestant.

6. The presentation room will have one person to serve as timer. The timer should indicate to the contestant when the timing starts and should show the appropriate time cards to contestant at the following elapsed times: 2 minutes, 2¼ minutes, and 2½ minutes. Remember, the timer is to allow no more than 2½ minutes for the contestant's total speech presentation. Also, there is a penalty of one (1) point for every second a contestant's speech is short of the two (2) minute mark.

7. Chairman should review contest procedure with judges before the first contestant enters the presentation room. Chairman will make sure not to allow judges to take time to total rating sheets. This should be done by the chairman. Please explain this procedure to the judges. (If the judges take time to do the statistical work, the contest timing will fall apart.)

8. The contest chairman must rank the first six finalists (as determined by total of judges ratings less any penalty points) on the pink Competitive Event Report Form. The chairman will also list all contestants and scores on Final Tabulation Form. When filling in the Final Tabulation Form, list contestants in alphabetical order.

9. Contest chairman will deliver the Competitive Event Report Forms and Final Tabulation Form to the headquarters room in room #_____.

SPECIFIC INSTRUCTIONS - DECAthon - SITUATION HANDLING

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and specifications explicitly.

1. One person will supervise the preparation room. (The same preparation room may also be used for the DECAthon Impromptu Speech Event.)

2. A contestant should not be allowed to enter the preparation room except at the exact time indicated on preparation room time sheet. The contestant will be allowed no more prep time than is indicated and will move directly into the presentation room.

3. The Situation Handling problems are contained in the sealed manila envelopes. The sealed envelopes are not to be opened nor problem sheets removed until just prior to the start of the contest. The sealed envelope containing the problems is to be opened by one of the judges.

4. The person in charge of the preparation room will give each contestant the problems just as the contestant enters the preparation room.

5. The person in charge of the preparation room must keep the contest rolling. No contestant may have more than 10 minutes to prepare. He may take less time if so desired and if the presentation room is empty and the judges are waiting for a contestant.

6. The presentation room will have one person to serve as timer. The timer should indicate to the contestant when the timing starts and should show the appropriate time cards at the following elapsed times: 2 minutes, 2½ minutes and 4½ minutes. Remember, the timer is to allow no more than five minutes for the contestant's total presentation (solutions to the two problems presented.) Also, be sure to inform the judges of this procedure, so that questioning can begin on second problem at 2½ minute mark.

7. Chairman should review contest procedure with judges before the first contestant enters the presentation room. Chairman will make sure not to allow judges to take time to total rating sheets. This should be done by the chairman. Please explain this procedure to the judges. (If the judges take time to do the statistical work, the contest timing will fall apart.)

8. The contest chairman must rank the first six finalists (as determined by total of judge's ratings) on the pink Competitive Event Report Form. The chairman will also list all contestants and scores on Final Tabulation Form. When filling in the Final Tabulation Form, list contestants in alphabetical order.

9. Contest chairman will deliver the Competitive Event Report Forms and Final Tabulation Form to the headquarters room in room #_____.

JOB INTERVIEW - BOYS & GIRLS - DECAthon

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contest if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and contest specifications explicitly.

1. This contest is divided into two sections, Boys and Girls Job Interview.

2. Contestants will have twenty minutes in which to fill in the application and take the interview.

3. Ten (10) minutes are allowed for filling in the application and 10 minutes are allowed for the interview itself.

4. A personal data sheet or resume may be used by each contestant.

5. At the Contestant Instructions Meeting, students should be told they must turn in their application blank 10 minutes after receiving it from the receptionist, whether finished or not. Contest advisor must see to it that this is done.

6. Students should be told that they will have a warning of 3 minutes in the interview room in which to conclude the interview. That warning will come in the form of a knock on the door of the interview room.

7. Be certain to inform the student during the contestants instruction meeting that the time indicated is the time he is to pick up his application blank.

8. Chairman and other contest assistants will be stationed in the reception room. Chairman is to serve as statistician and other contest assistants are to serve as timers. ("Reception room" may be a hallway with two tables and chairs.)

9. Timer will commence timing the moment the contestant enters the interview room and will chop off the interview in exactly 10 minutes, if the interview hasn't already been terminated. At the end of seven minutes, the timer will knock on the door to indicate that it's time to start terminating the interview. Chairman should be certain to acquaint the judge, who is acting as interviewer with this signaling procedure.

10. The judge should not take the time to total the score sheet--this will be done by the statistician during the next presentation. The judge should hand the score sheet to the timer immediately upon completion. This procedure will have to be explained to the judge by chairman. The judge and the receptionist must be informed that they will have a contestant at 10 minute intervals and that there is little, if any, leeway in the timing structure. These instructions can be given to the judges during the first 10 minutes when first contestant is filling out the application blank or prior to the start of the contest.

11. Advisor stationed at door will have master time sheet (to check on student arrival) and should give receptionist the rating sheets in the order in which the contestants are to appear.

12. Example of procedure:

8:30 a.m.	Contestant #1 approaches receptionist and picks up application blank. Receptionist rates the student and hands rating sheet to advisor at door.
8:40 a.m.	Contestant enters interview room, handing application to advisor at door. Advisor hands application and rating sheet to executive.
8:50 a.m.	Contestant #1 leaves interview room. Contestant #2 enters interview room. Contestant #3 picks up application blank from receptionist.
9:00 a.m.	Repeat a., b., and c. above.

13. The contest chairman must rank the first six finalists (as determined by total of judges ratings) on the pink Competitive Event Report Form. The chairman will also list all contestants and scores on Final Tabulation Form. When filling in the Final Tabulation Form, list contestants in alphabetical order.

14. Contest chairman will deliver the Competitive Event Report Forms and Final Tabulation Form to the headquarters room in room #_____.

SPECIFIC INSTRUCTIONS - DECAthon - MATHEMATICS OF DISTRIBUTION

SPECIAL NOTE: We can eliminate much anger and heartbreak in the contests if coordinators will refrain from making deviations in the instructions and contest specifications. Therefore, please follow instructions and specifications explicitly.

1. The tests are contained in the sealed manila envelopes and under no circumstances are the envelopes to be opened until contest time.

2. The answer keys are contained in the manila envelope as marked and this envelope is not to be opened until the test is completed.

3. When passing out the tests to contestants, place all tests face down in front of each contestant along with a pencil. Explain to contestants that they will be given one hour in which to complete the test and that all tests will be picked up at the end of the hour.

4. The test is of sufficient length that no contestant should finish within the one hour allotted.

5. Before starting on the problems, the students are to fill in the information requested on the front page. Have them print this information in spaces provided.

6. Tests should be taken to room #_____ and graded by coordinator advisors assigned to this contest. All answers are of equal value, one point per correct answer.

7. The contest chairman must rank the first six finalists (as determined by test scores) on pink Competitive Event Report Form. The chairman will also list all contestants and test scores on Final Tabulation Form. When filling in the Final Tabulation Form, list contestants in alphabetical order.

8. In case of a tie in this contest among top six finalists, the tie will be broken by dividing the total number of correct answers by the total number of problems attempted. When reporting six finalists on Competitive Event Report Form, there are to be no ties.

9. Contest chairman will deliver the Competitive Event Report Forms and Final Tabulation Form to the headquarters room in room #_____.

DISTRICT LEADERSHIP CONFERENCE

Location _____ Date _____

Activity _____ Time _____

* * * * * * * * * * *

JUDGES' INFORMATION

1. A copy of the attached contest specifications and judges' rating sheet has been in the hands of each contestant for several months.

2. All contestants are high school seniors who are enrolled in Distributive Education--a field of study that emphasizes education for careers in marketing and distribution. All are employed on a part-time basis as a part of their school training program.

3. At the time of presentation times were drawn, contestants were warned, under the penalty of disqualification, that they must appear precisely at the minute that the presentation is to begin.

4. Judges will fill out the rating sheet during the time that the presentation is being made, so that there is little or nor delay between presentations.

5. Judges should not take time to total the score sheets. This is the job of the faculty contest chairman. The faculty chairman will also assign any time-keeping responsibilities required to keep the contest moving.

6. Judges should double check, before handing score sheet to chairman, to be certain that <u>every</u> item has been circled.

7. Judges should write additional notes on score sheet (space provided) so that the student will have feedback on how he or she may improve.

SALES DEMONSTRATION

Special Instructions for Customer

1. You will be playing the role of a customer for a student salesman. You will not judge the contestant's performance.

2. You will be the customer for all student salesmen in this contest.

3. Each student salesperson will be expected to sell both a primary item and related merchandise. The primary item in every case will be _____ _____.

4. The presentation or sale made by the student must not exceed ten minutes. The contest chairman will signal the end of the presentation time. Because of the great number of entrants, no contestant can be given more than the maximum alloted time. Contestants are aware of their time limitations.

5. The sale will start with you, the customer, standing and looking at the merchandise.

6. The sale will stop after the close, but before there has been a monetary transaction.

7. You should formulate a few basic questions about the merchandise that could be asked by each contestant.

8. The handling of objections is a basic part of the sale, but your objections should be of about equal magnitude for each contestant.

9. Make the purchase of the primary item in time to allow contestant to present related items.

COMPETITIVE EVENT FORM

1. This report must be kept STRICTLY CONFIDENTIAL.
2. Please print in information.

Name of Contest _____ Chairman _____

FIRST PLACE: Name _____

School _____

_____ Score District _____ Chapter _____

SECOND PLACE: Name _____

School _____

_____ Score District _____ Chapter _____

THIRD PLACE: Name _____

School _____

_____ Score District _____ Chapter _____

FOURTH PLACE: Name _____

School _____

_____ Score District _____ Chapter _____

FIFTH PLACE: Name _____

School _____

_____ Score District _____ Chapter _____

SIXTH PLACE: Name _____

School _____

_____ Score District _____ Chapter _____

This form, in triplicate, must be delivered in person to room #_____.

DECAthon TABULATION FORM

1. This form must be kept STRICTLY CONFIDENTIAL.

2. Please print in information.

CONTEST: _____ CHAIRMAN: _____

	CONTESTANT'S NAME	SCORE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
1 .		
18.		
19.		
20.		
21.		

DISTRICT LEADERSHIP CONFERENCE
CONTESTANT TIME SHEET SAMPLES

I. WINDOW DISPLAY - Explained on Specific Instruction Sheet

II. MATHEMATICS OF DISTRIBUTION - Explained on Specific Instruction Sheet

III. JOB INTERVIEW - BOYS & GIRLS

Receptionist	Interviewer	Contestant
8:20	8:30	
8:30	8:40	
8:40	8:50	
8:50	9:00	
9:00	9:10	
Etc.	Etc.	

IV. DO-IT-NOW SPEECH

Note: All contestants must be in Holding Room by 8:00 a.m. and will remain there until their presentation time.

Presentation	Contestant
8:20	
8:25	
8:30	
8:35	
8:40	
Etc.	

V. PUBLIC SPEAKING

Presentation	Contestant
8:20	
8:30	
8:40	
8:50	
9:00	
Etc.	

VI. IMPROMPTU SPEECH

Note: All contestants must be in Holding Room by 8:00 a.m. and will remain there until their preparation time.

Preparation	Presentation	Contestant
8:09-8:19	8:20	
8:14-8:24	8:25	
8:19-8:29	8:30	
8:24-8:34	8:35	
8:29-8:39	8:40	
Etc.	Etc.	

VII. SITUATION HANDLING

Note: All contestants must be in Holding Room by 8:00 a.m. and will remain there until their preparation time.

Preparation	Presentation	Contestant
8:09-8:19	8:20	
8:15-8:25	8:26	
8:21-8:31	8:32	
8:27-8:37	8:38	
Etc.	Etc.	

VIII. SALES DEMONSTRATION - HARD LINES, SOFT LINES, INTANGIBLES

Presentation	Contestant
8:20	
8:30	
8:40	
8:50	
9:00	
9:10	
Etc.	

IX. DECAthon

The Contestant Time Sheets for each competitive activitiy in the DECAthon must correspond to the DECAthon Contestant Time Sheet. A sample of this master sheet follows.

Also, you will note that for the Situation Handling and Impromptu Speech Event, a holding room is not used as in the regular events. The tightness of time between competitive activities for a given contestant does not make a "holding room" feasible.

DISTRICT LEADERSHIP CONFERENCE
DECATHON
CONTESTANT TIME SHEET SAMPLE

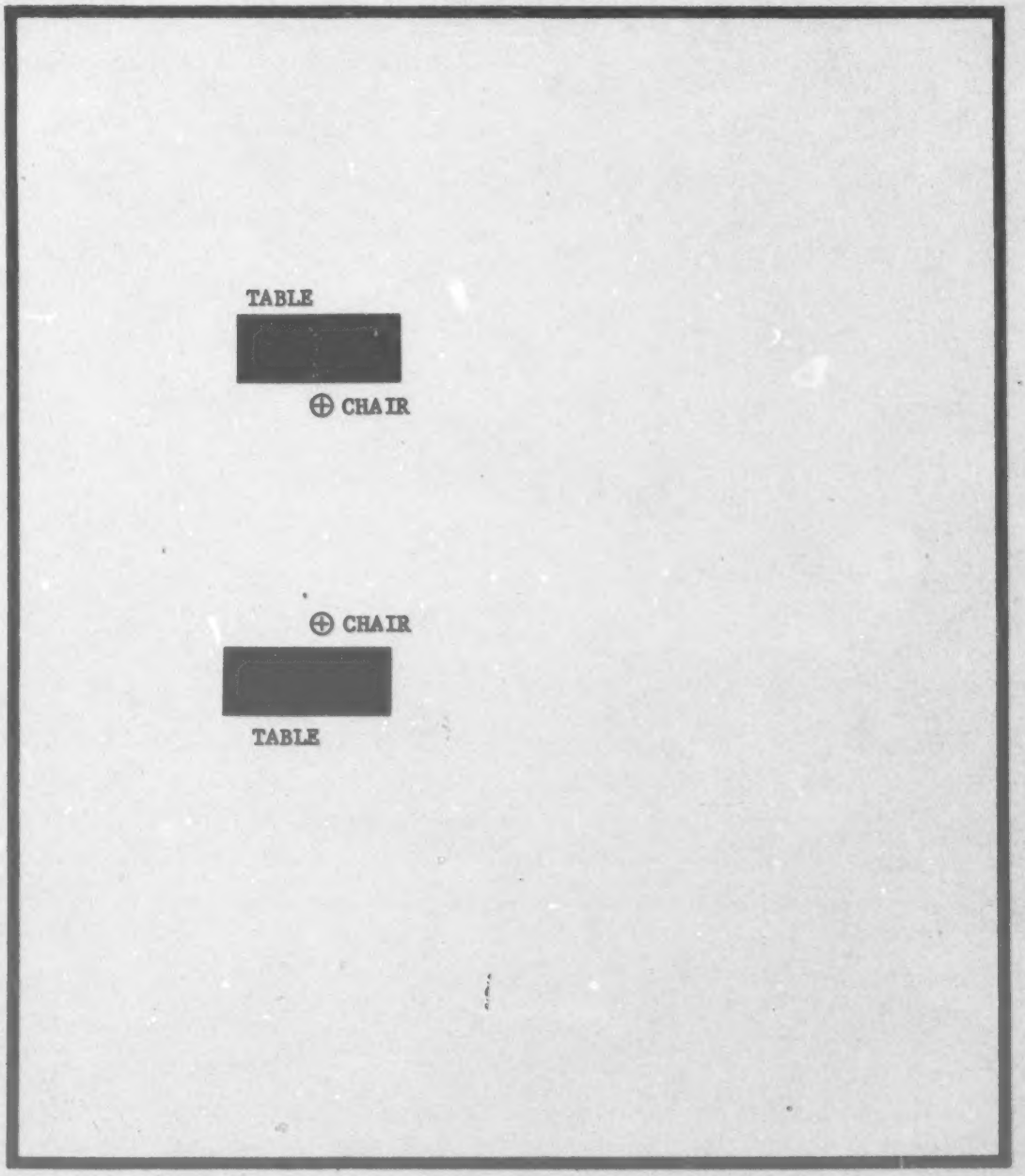
Contestant	Room: Impromptu Speech Preparation	Room: Impromptu Speech Presentation	Room: Situation Handling Preparation	Room: Situation Handling Presentation	Room: Intangible Sales	Room: Job Interview Boy	Room: Job Interview Girl
	9:26	9:39	9:58	10:10	8:20		10:30
	10:32	10:45	8:20	8:32	12:00		11:05
	10:38	10:51	8:27	8:39	9:50		9:10
	9:20	9:33	10:47	10:59	8:30	9:50	
	10:08	10:21	8:34	8:46	11:40	10:50	
	8:32	8:45	10:12	10:24	2:20		9:40
	9:50	10:03	10:33	10:45	8:40	9:05	
	8:38	8:51	9:51	10:03	11:30		9:20
	9:32	9:45	8:55	9:07	11:20	10:20	
	10:44	10:57	8:41	8:53	9:40		10:00
	10:26	10:39	8:48	9:00	11:10	9:20	
	9:02	9:15	10:40	10:52	10:00		8:20
	10:02	10:15	9:02	9:14	10:50		9:30
	10:56	11:09	9:09	9:21	12:10		8:30
	8:20	8:33	10:05	10:17	9:00		10:40
	9:44	9:57	10:54	11:06	8:50		10:20
	8:56	9:09	10:19	10:31	11:00	9:35	
	9:38	9:51	10:26	10:38	2:40		10:55

Contestant	Room: Impromptu Speech		Room: Situation Handling		Room: Intangible Sales	Room: Job Interview	
	Preparation	Presentation	Preparation	Presentation		Boy	Girl
	8:44	8:57	9:44	9:56	10:40		10:10
	10:14	10:27	9:30	9:42	2:30	8:50	
	8:26	8:39	9:37	9:49	10:20		9:00
	10:20	10:33	11:08	11:20	9:10	8:20	
	10:50	11:03	9:16	9:28	2:00	3:35	
	9:56	10:09	11:29	11:41	9:20	10:35	
	11:02	11:15	9:23	9:35	10:30		8:50
	9:08	9:21	11:01	11:13	2:10		9:50
	9:14	9:27	11:15	11:27	10:10		8:40
	8:50	9:03	11:22	11:34	9:30	10:05	

NOTE: Mathematics of Distribution Test given after every DECAthon contestant has completed every other competitive event within the DECAthon.

SITUATION HANDLING

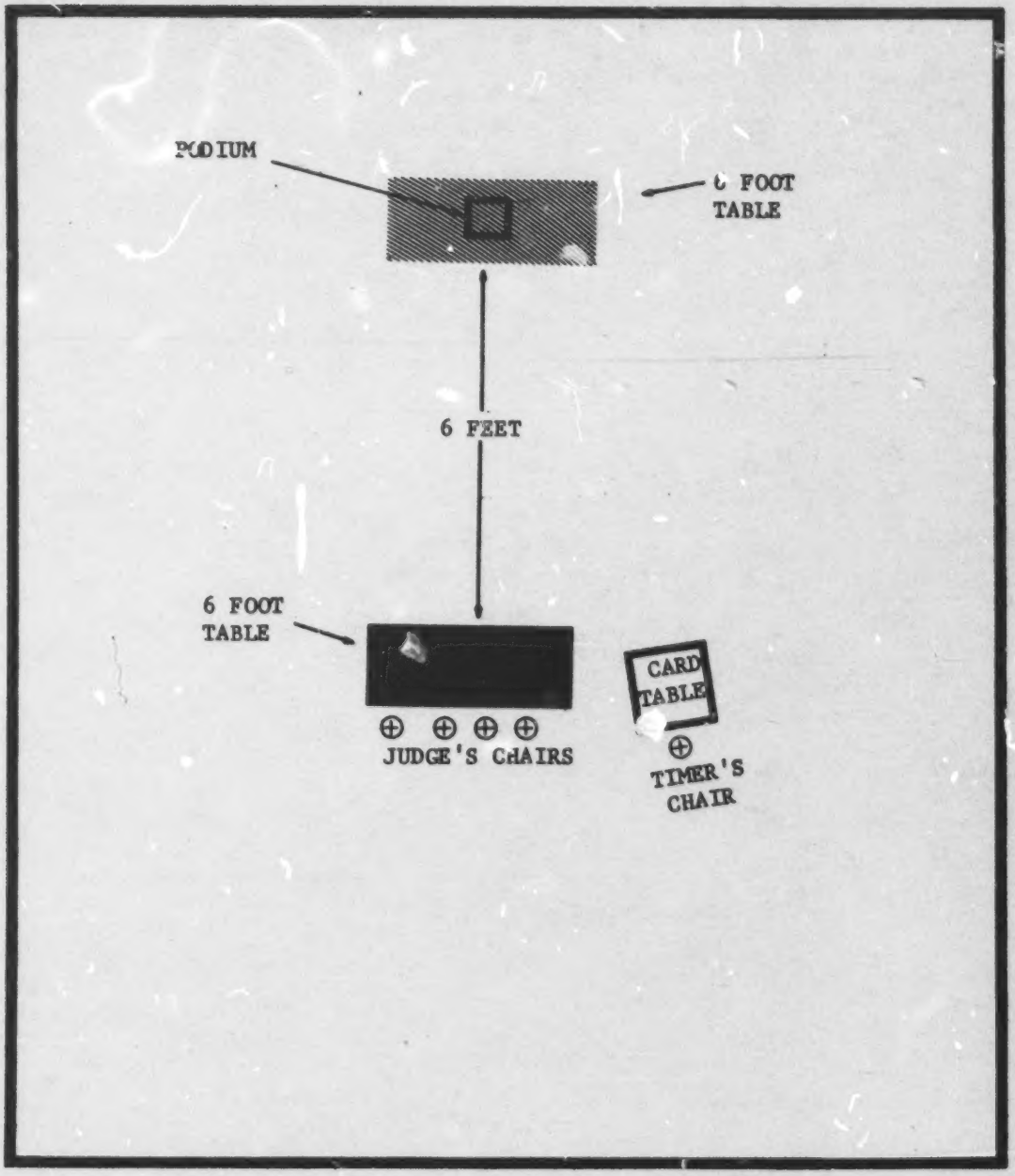
PREPARATION ROOM LAYOUT



⊕ CHAIR OUTSIDE OF ROOM IN HALLWAY

SITUATION HANDLING

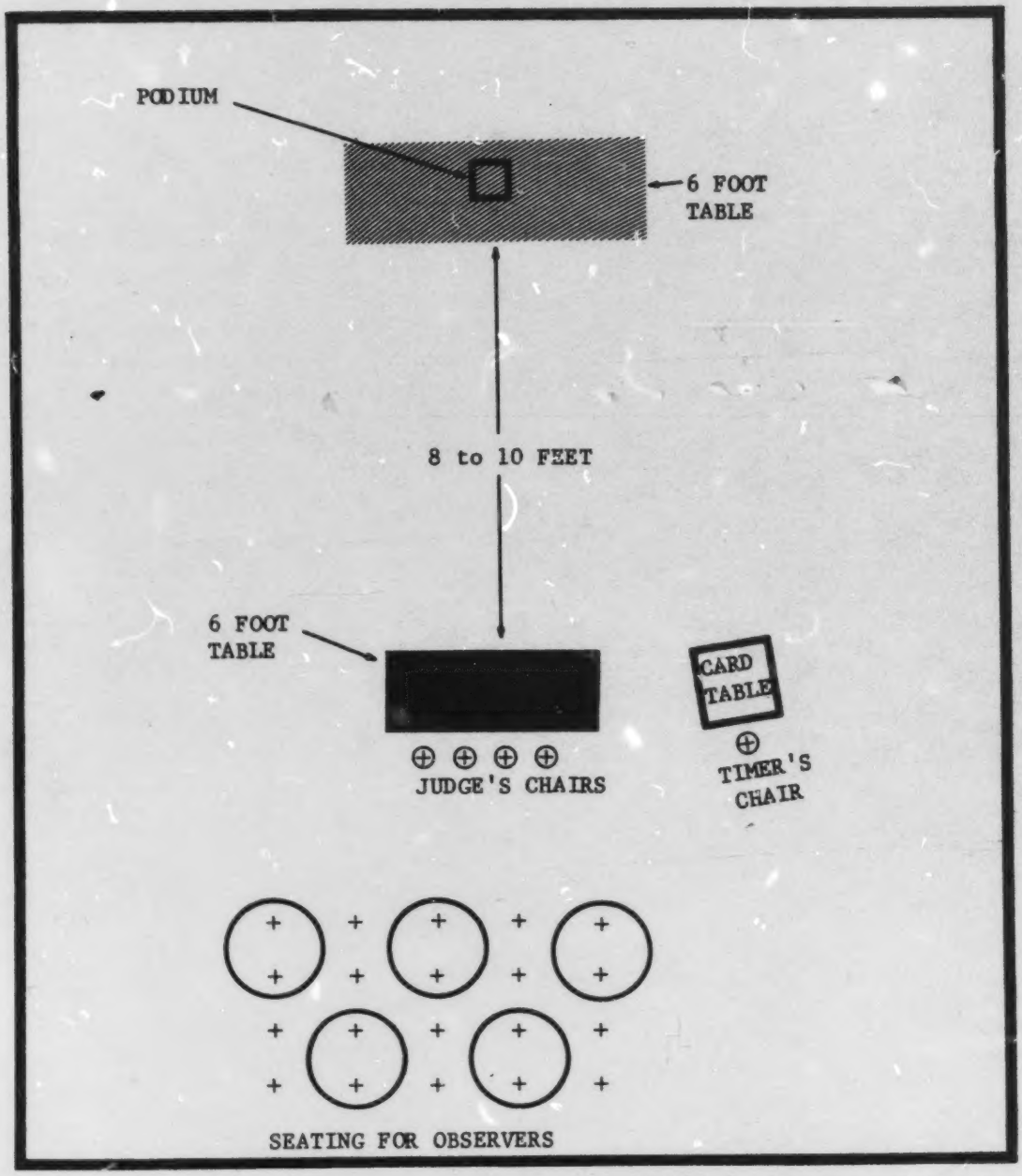
PRESENTATION ROOM LAYOUT



⊕⊕ CHAIRS OUTSIDE ROOM IN HALLWAY

PUBLIC SPEAKING

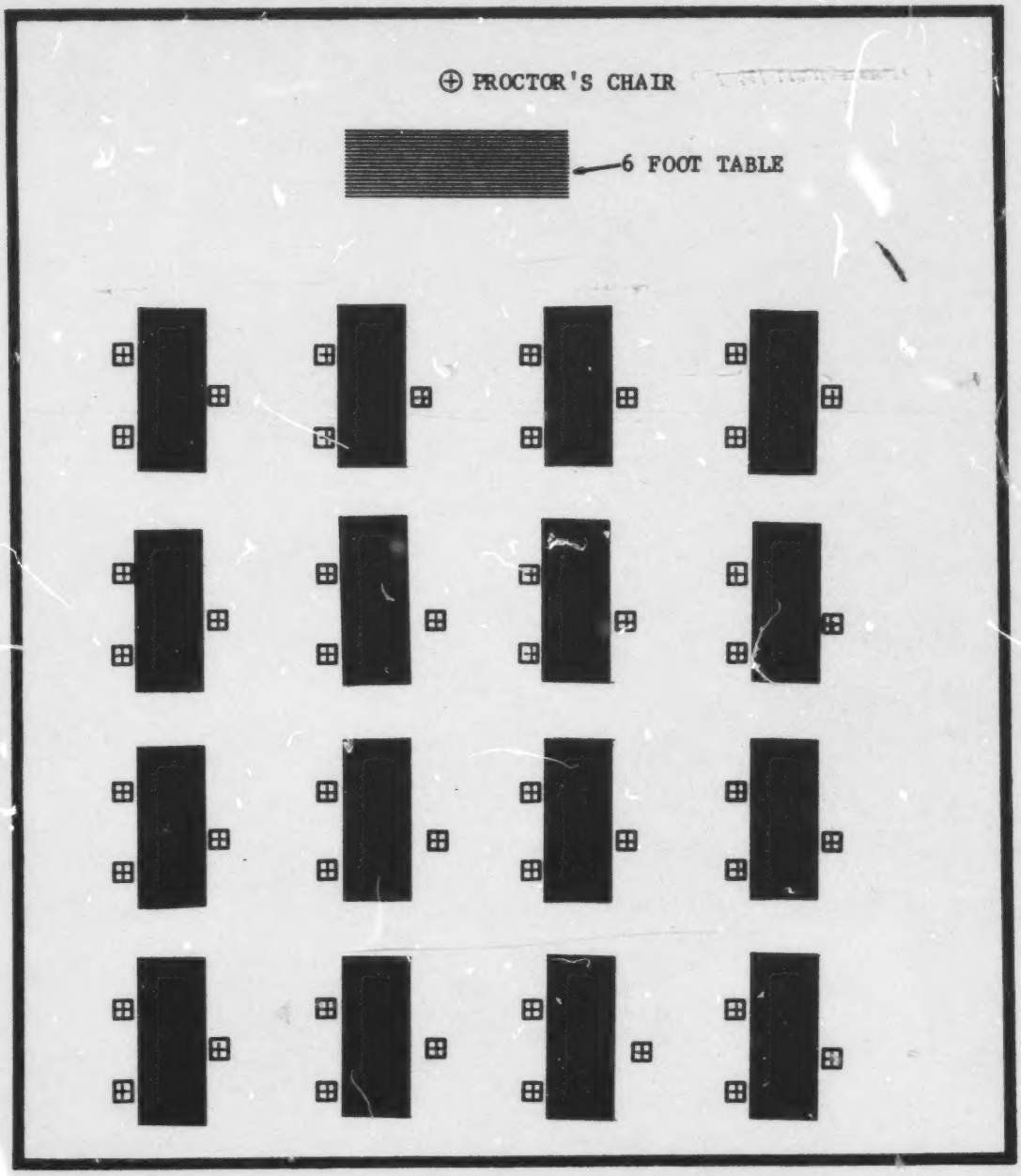
PRESENTATION ROOM LAYOUT



⊕⊕⊕⊕ CHAIRS OUTSIDE IN THE HALLWAY

WINDOW DISPLAY

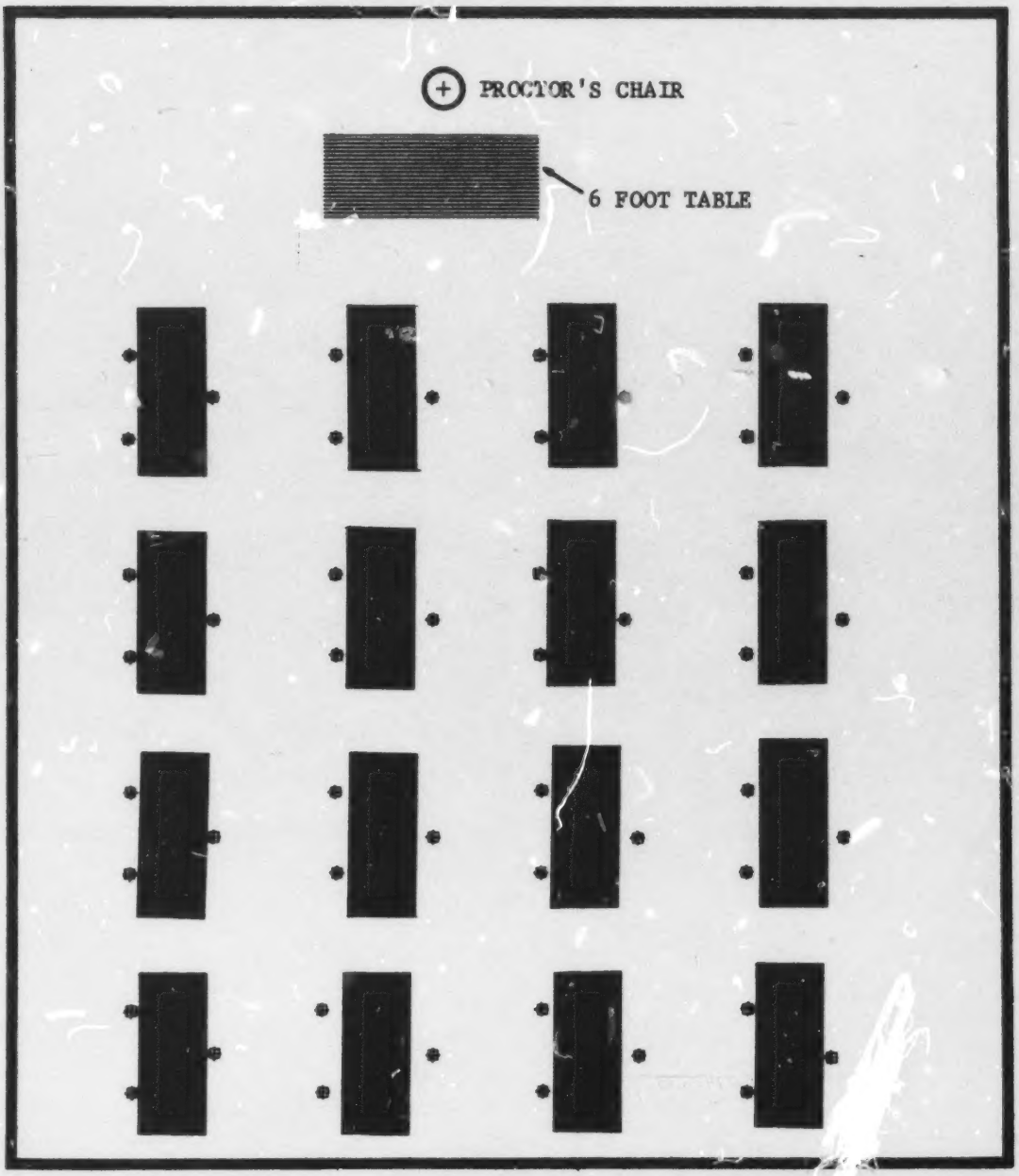
TESTING ROOM LAYOUT



NOTE: CONTESTANTS ARE SEATED AT SIX FOOT TABLES WITH THREE CONTESTANTS PER TABLE.

MATHEMATICS OF DISTRIBUTION

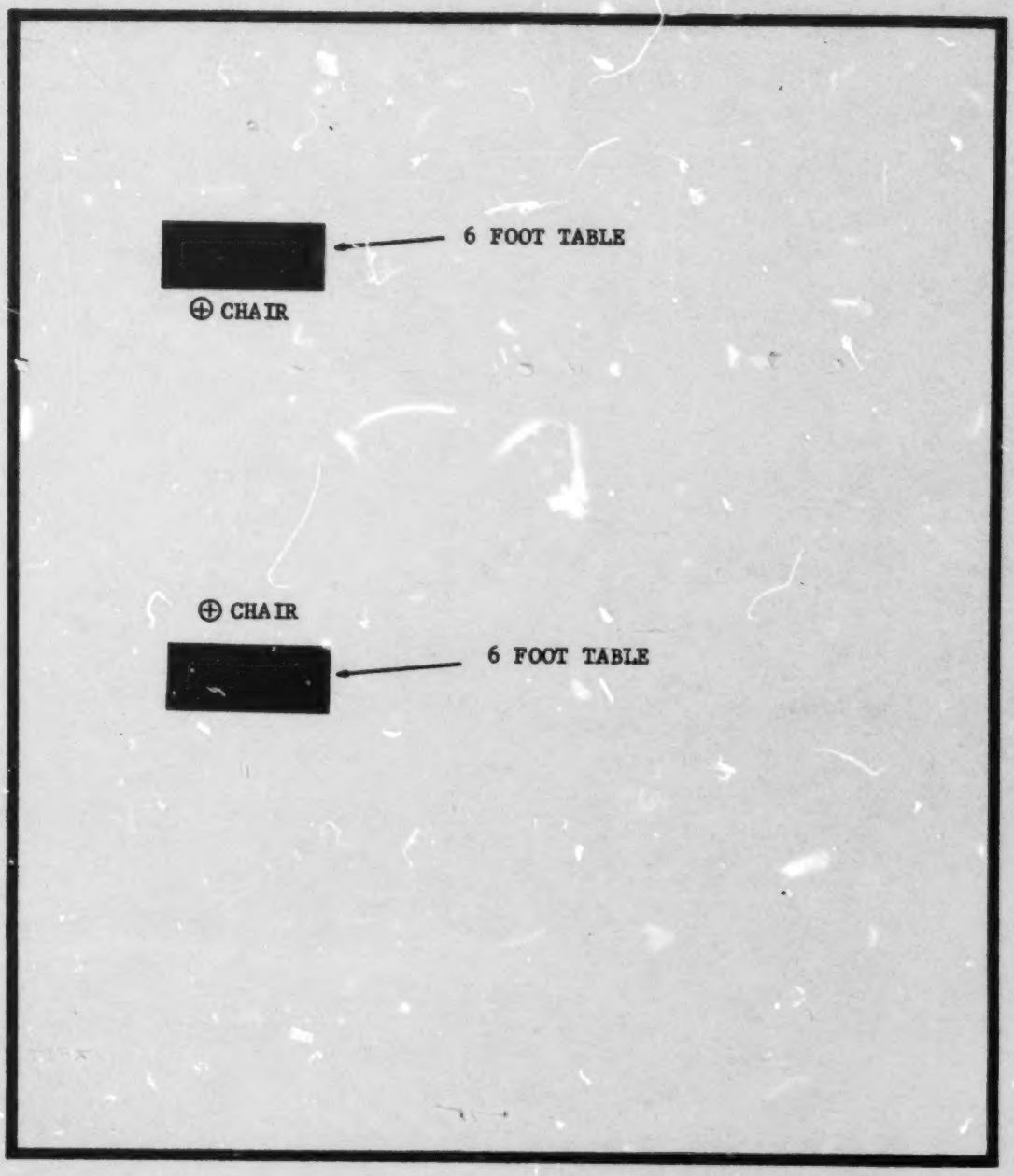
TESTING ROOM LAYOUT



NOTE: CONTESTANTS ARE SEATED AT SIX FOOT TABLES WITH THREE CONTESTANTS PER TABLE.

IMPROMPTU SPEECH

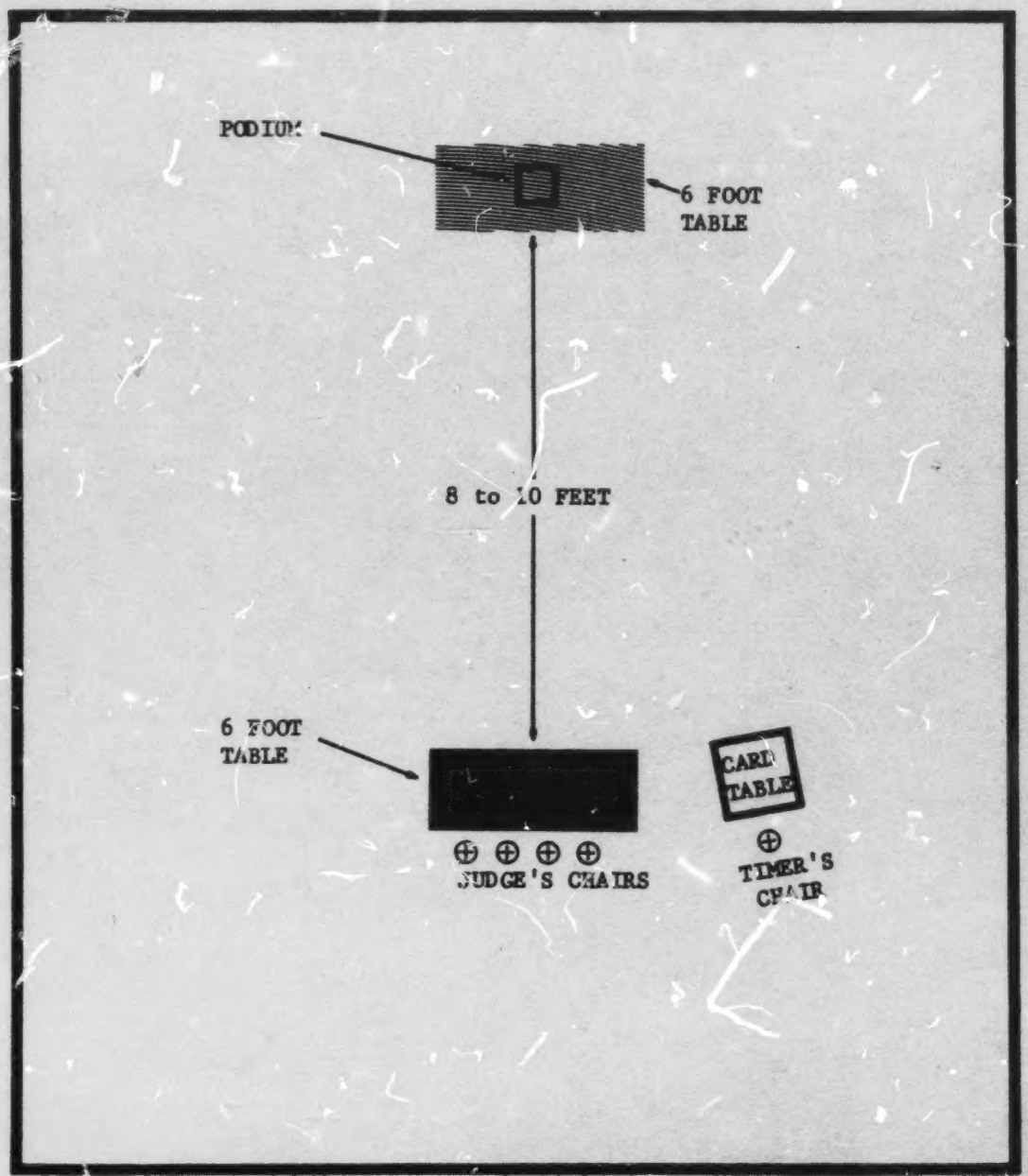
PREPARATION ROOM LAYOUT



⊕ CHAIR OUTSIDE OF ROOM IN HALLWAY

IMPROMPTU SPEECH

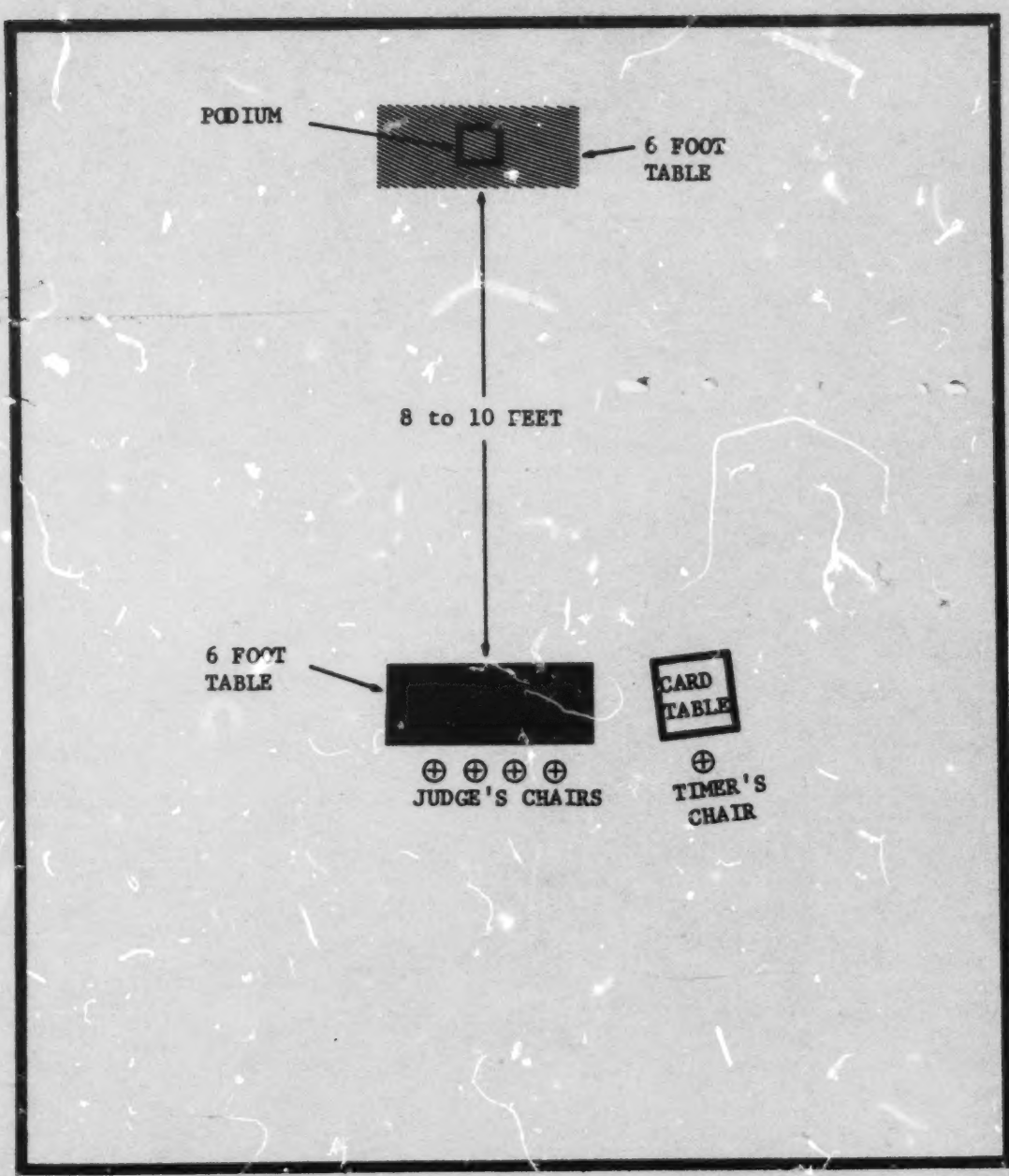
PRESENTATION ROOM LAYOUT



⊕ CHAIR OUTSIDE OF ROOM IN HALLWAY

DO-IT-NOW SPEECH

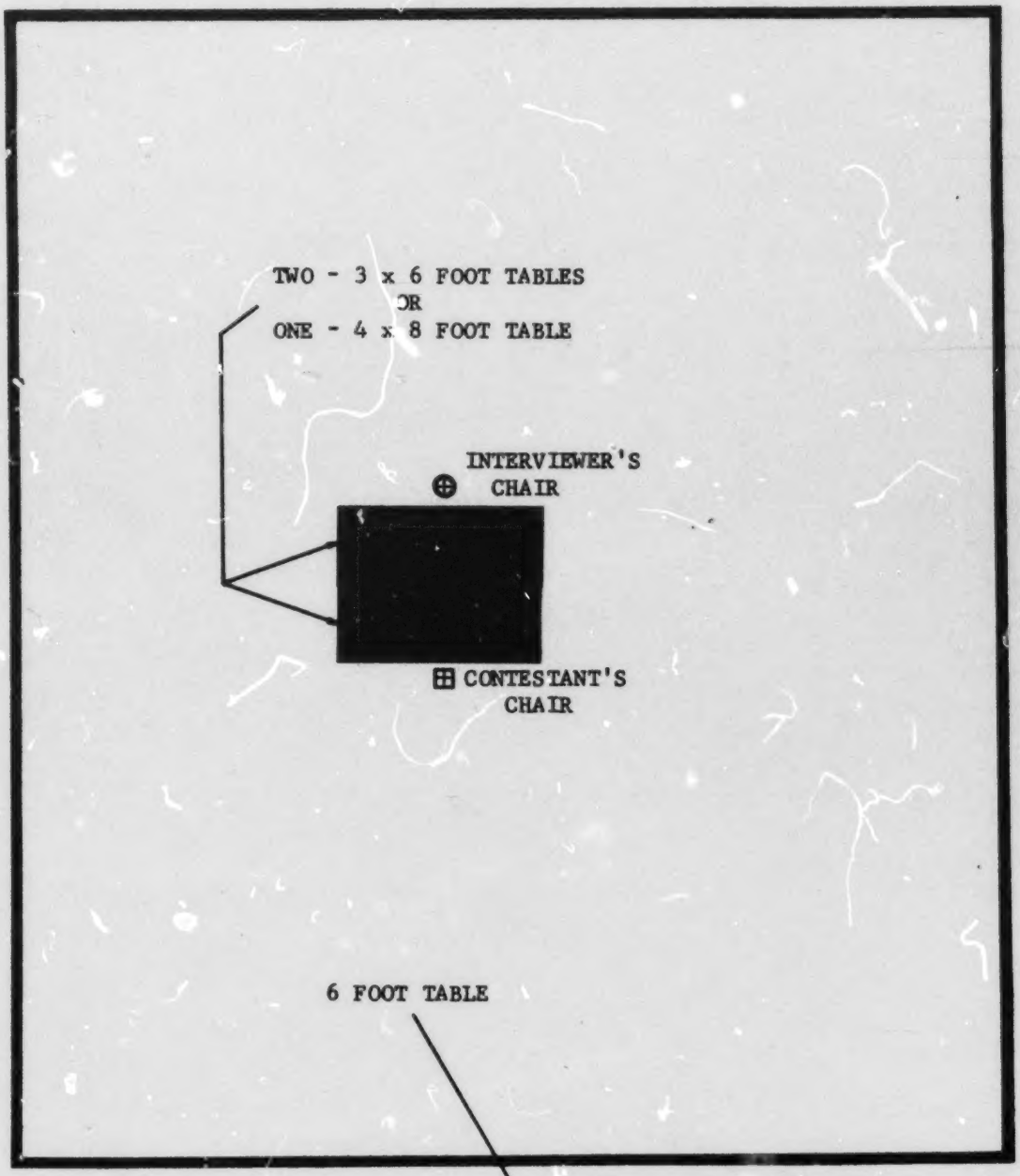
PRESENTATION ROOM LAYOUT



⊕ CHAIR OUTSIDE OF ROOM IN HALLWAY

JOB INTERVIEW - BOY'S

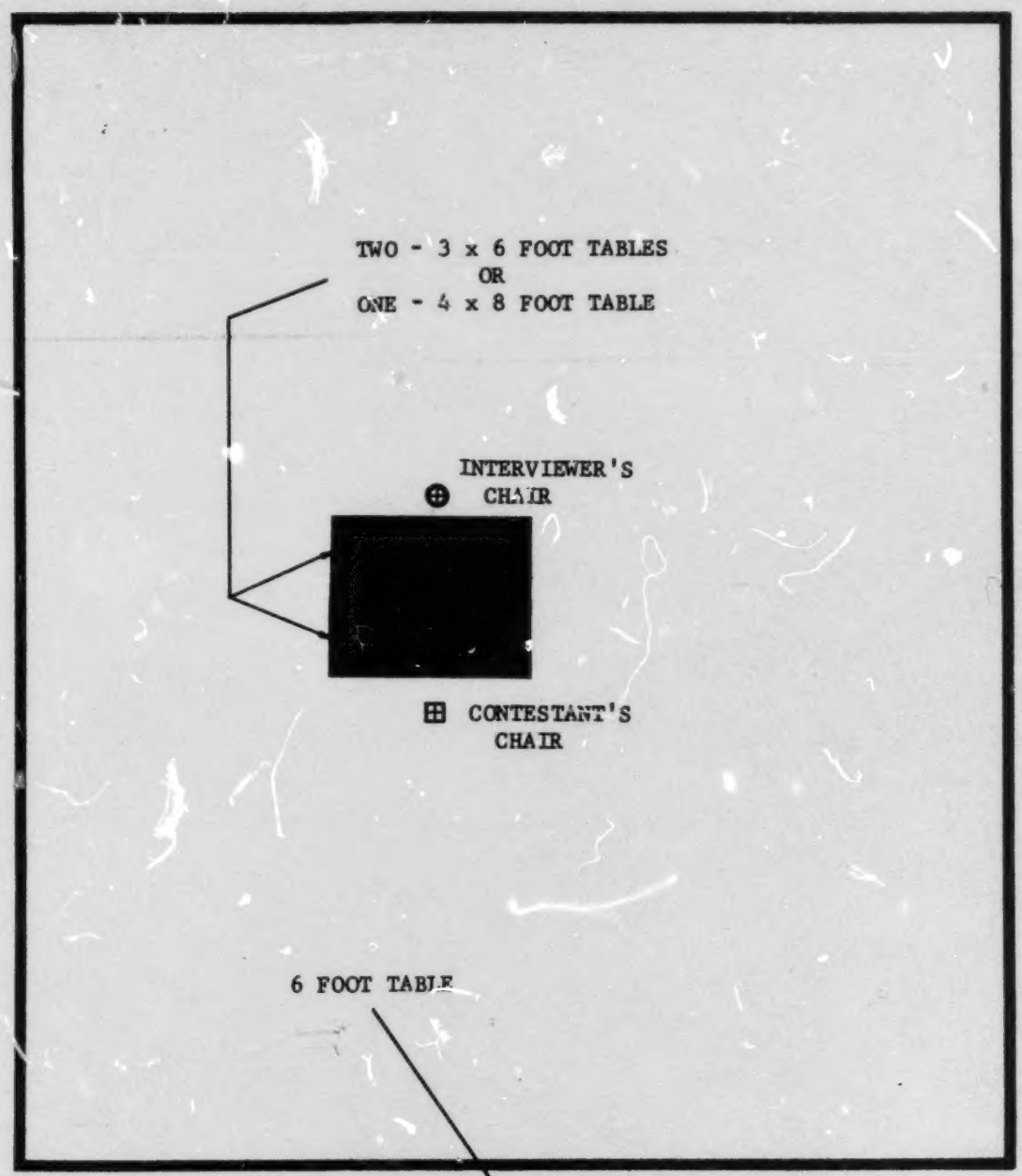
ROOM LAYOUT



NOTE: TWO ROOMS NEED TO BE SET UP IN THIS MANNER, ONE ROOM FOR BOY'S JOB INTERVIEW AND ONE FOR GIRL'S JOB INTERVIEW.

JOB INTERVIEW - GIRL'S

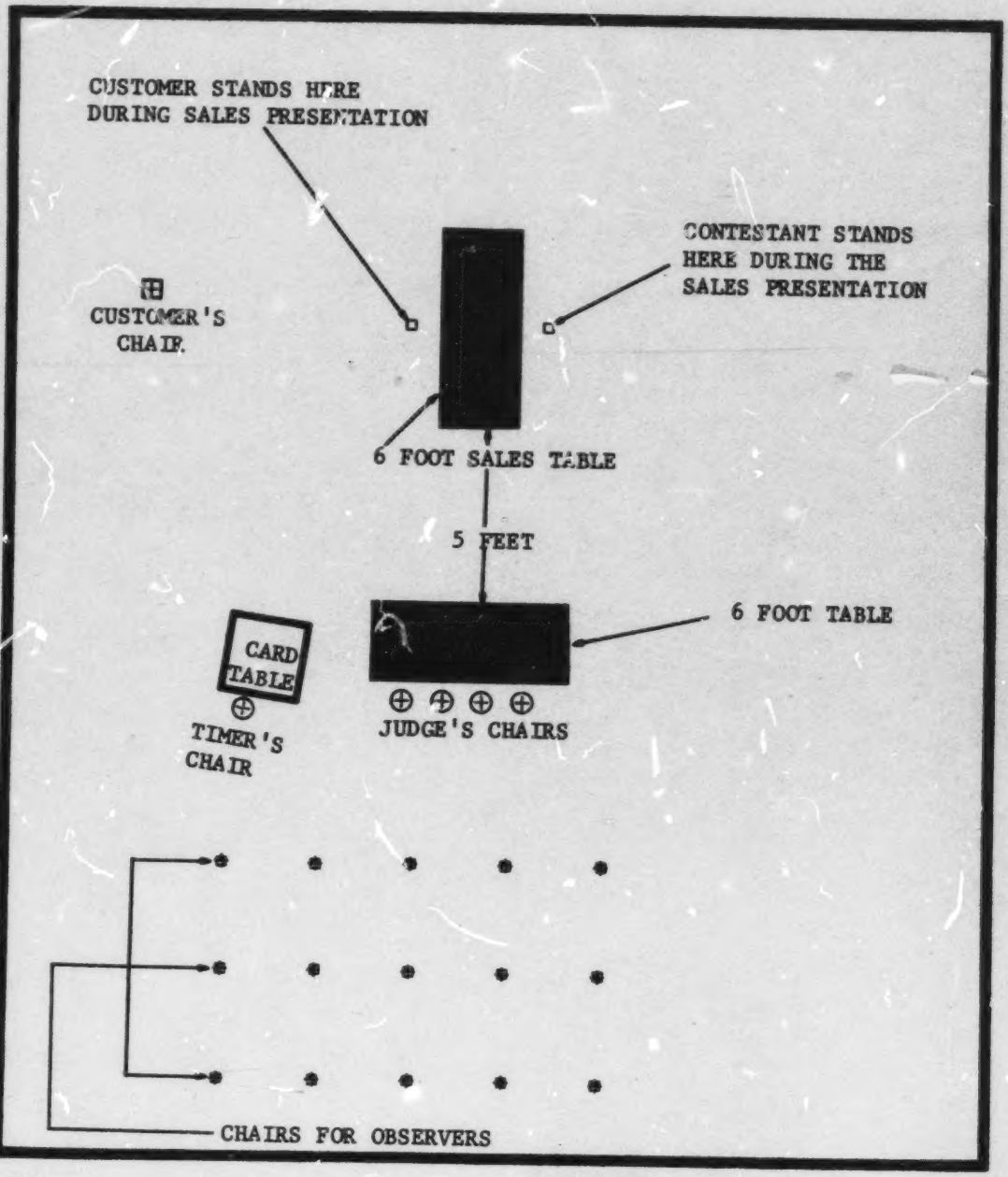
ROOM LAYOUT



NOTE: TWO ROOMS NEED TO BE SET UP IN THIS MANNER, ONE ROOM FOR BOY'S JOB INTERVIEW AND ONE FOR GIRL'S JOB INTERVIEW.

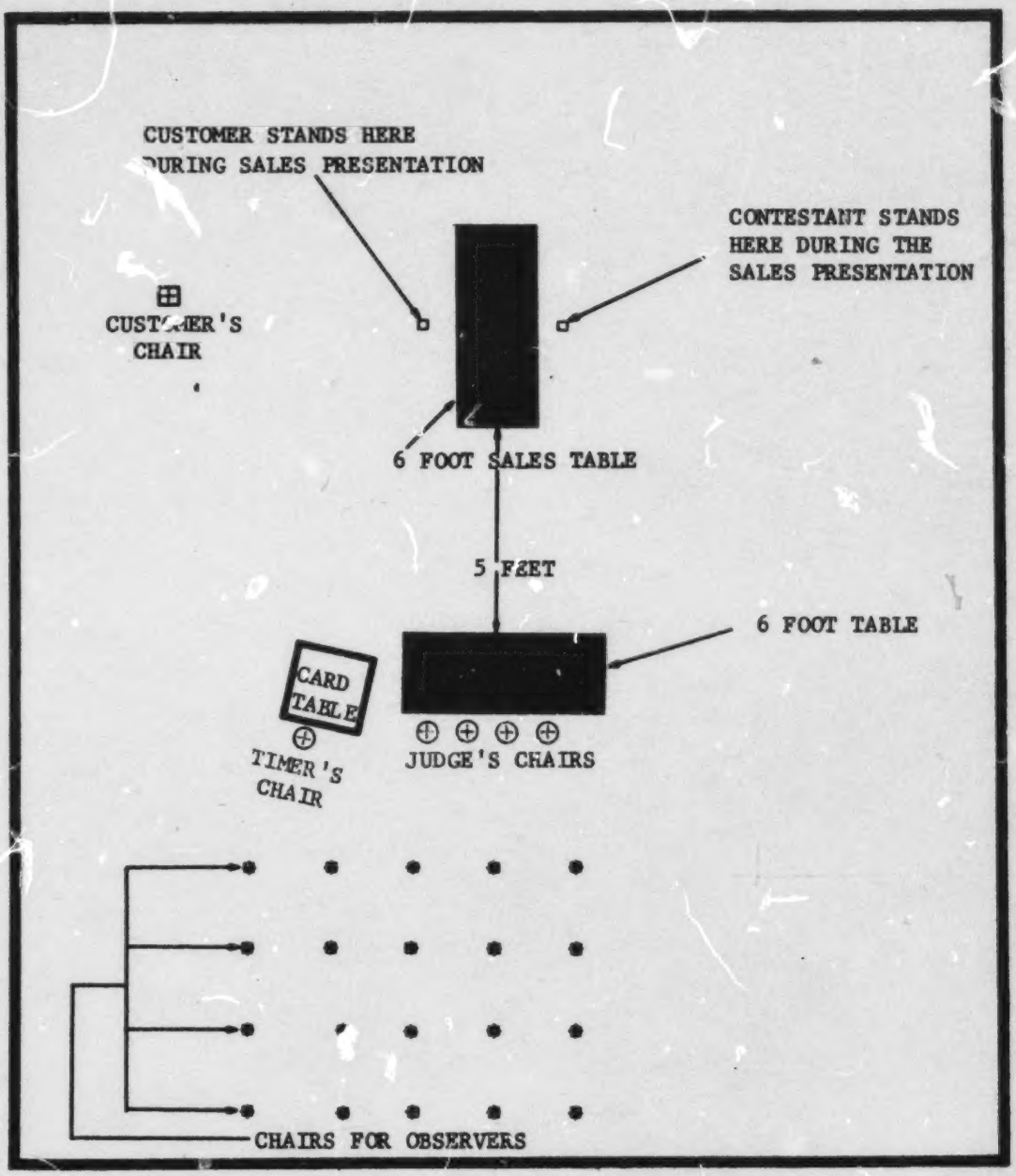
SALES DEMONSTRATION - HARD LINE

PRESENTATION ROOM



SALES DEMONSTRATION - SOFT LINE

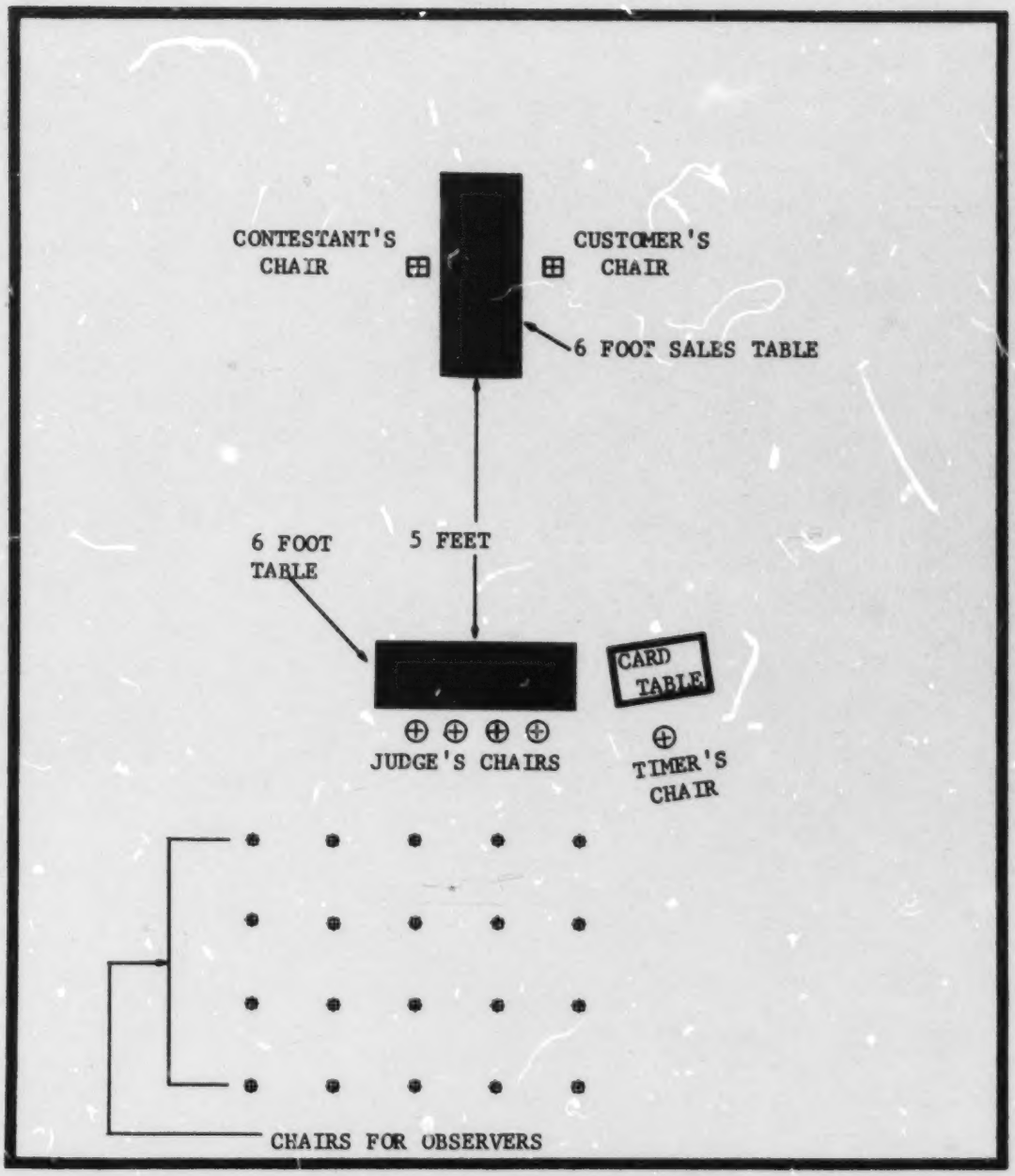
PRESENTATION ROOM LAYOUT



⊕⊕⊕⊕
CHAIRS OUTSIDE OF ROOM IN HALLWAY

SALES DEMONSTRATION - INTANGIBLES

PRESENTATION ROOM LAYOUT



DECA MALL
PROPRIETORSHIP RECRUITMENT

Objective: The objective of this activity is to encourage all participants to communicate with one another and to develop and enlarge their scope of friends and business acquaintances during the workshop day.

The Name of the Game

The goal of each DECA Mall Manager is to gain the greatest number of points by recruiting and awarding proprietorships to students according to their present jobs, career goals and hobby interests. (Present jobs--50 points; career goals--35 points; hobby interests--25 points.) When a manager accepts a student's card as part of his leasehold, the new proprietor becomes a member of the team and may recruit new prospects for his DECA Mall Manager.

Rules:

1. Each coordinator will, prior to the workshop, select one student to represent each participating club as a DECA Mall Manager. This name will be forwarded to the registration committee prior to the clinic day. On February 6 each Mall Manager will be given a master leasehold card to fill out.

2. Immediately after instructions have been given the recruitment will proceed and continue during the day until _____ p.m. All leasehold master cards with individual registration cards attached must be turned in by the Mall Manager prior to this time.

3. The Mall Manager will recruit students to match up openings on the master leasehold card. (The object is to find proprietors with the largest number of points for each category represented by a line on the master card.)

4. When a student agrees to join a mall, he will surrender his card to the Mall Manager who in turn will immediately list (IN INK) the proprietor's name, school and points on the leasehold card line that corresponds with the line on the registration card. The new member of the Mall may now help to recruit proprietors for his team.

5. Mall Managers are not allowed to list proprietors from their home school.

6. A proprietor's name will appear only once on the master card.

7. Proprietorship points will be allowed as follows:
   J = 50 points = (Present job of student)
   C = 35 points = (Career goal)
   H = 15 points = (Hobby interest)

8. Points will be deducted from the scores of malls that have duplication of schools on their cards. (Ten points will be deducted for each duplication.)

9. Points will be awarded for recruiting speed.

First	master	card	turned	in	gets	50	point	bonus
2nd	"	"	"	"	"	45	"	"
3rd	"	"	"	"	"	40	"	"
4th	"	"	"	"	"	35	"	"
5th	"	"	"	"	"	30	"	"
6th	"	"	"	"	"	25	"	"
7th	"	"	"	"	"	20	"	"
8th	"	"	"	"	"	15	"	"
9th	"	"	"	"	"	10	"	"
10th	"	"	"	"	"	5	"	"

(Caution: early turn-in may result in shortage of proprietorship points.)

PROPRIETORSHIP CARD
(USE INK)

Student's Name _____

School _____

Place of Employment _____

Department (A) _____

Career Goal (B) _____

Hobby Interest (C) _____

Signature _____

A (50)	B (35)	C (15)	
____	____	____	Apparel and accessories (Men)
____	____	____	Apparel and accessories (Women)
____	____	____	Automotive and Petroleum
____	____	____	Farm and Garden Supplies
____	____	____	Groceries (Food Distribution)
____	____	____	Food Services and Restaurants
____	____	____	Hardware and Building Material
____	____	____	Sporting Goods and/or Toys
____	____	____	Cameras and Photography
____	____	____	Home Furn. and Inter. Decoration
____	____	____	Hotels and Lodging
____	____	____	Music Stores and/or Gifts
____	____	____	Gnl. Mdse. (not covered above)
____	____	____	Service (Real Estate, Finance, Insurance, Travel Bureaus, etc.)

DECA MALL MANAGERS ARE LOOKING FOR YOU. INVEST YOUR TALENTS WITH THE MOST PROMISING MALL ORGANIZATION.

MALL LEASEHOLD RECORD

MALL DIRECTORS NAME _____

SCHOOL _____

PRESENT JOB (50 points) (A)	CAREER GOAL (35 points) (B)	HOBBY INTEREST (25 points) (C)		Proprietor's Name	School
___	___	___	Apparel and accessories (men)		
___	___	___	Apparel and accessories (women)		
___	___	___	Automotive and Petroleum		
___	___	___	Farm and Garden Supplies		
___	___	___	Groceries (Food Distribution)		
___	___	___	Food Services and Restaurants		
___	___	___	Hardware and Building Material		
___	___	___	Sporting Goods and/or Toys		
___	___	___	Cameras and Photography		
___	___	___	Home Furnishings and Interior Decorating		
___	___	___	Hotels and Lodging		
___	___	___	Music Stores and/or Gifts		
___	___	___	General Merchandise (not covered above)		
___	___	___	Service (Real Estate, Finance, Insurance, Travel Bureaus, etc.)		

☐ ☐ ☐

ALL ENTRIES MUST BE IN INK
PROPRIETORSHIP ACQUISITIONS
MUST BE RECORDED IMMEDIATELY
WHEN A DEAL IS MADE

Proprietorship points will be allowed as follows:

50 points = J (Present job of student)
35 points = G (Career goal)
25 points = H (Hobby interest)

Total Points

INSTRUCTIONS TO MALL DIRECTORS:

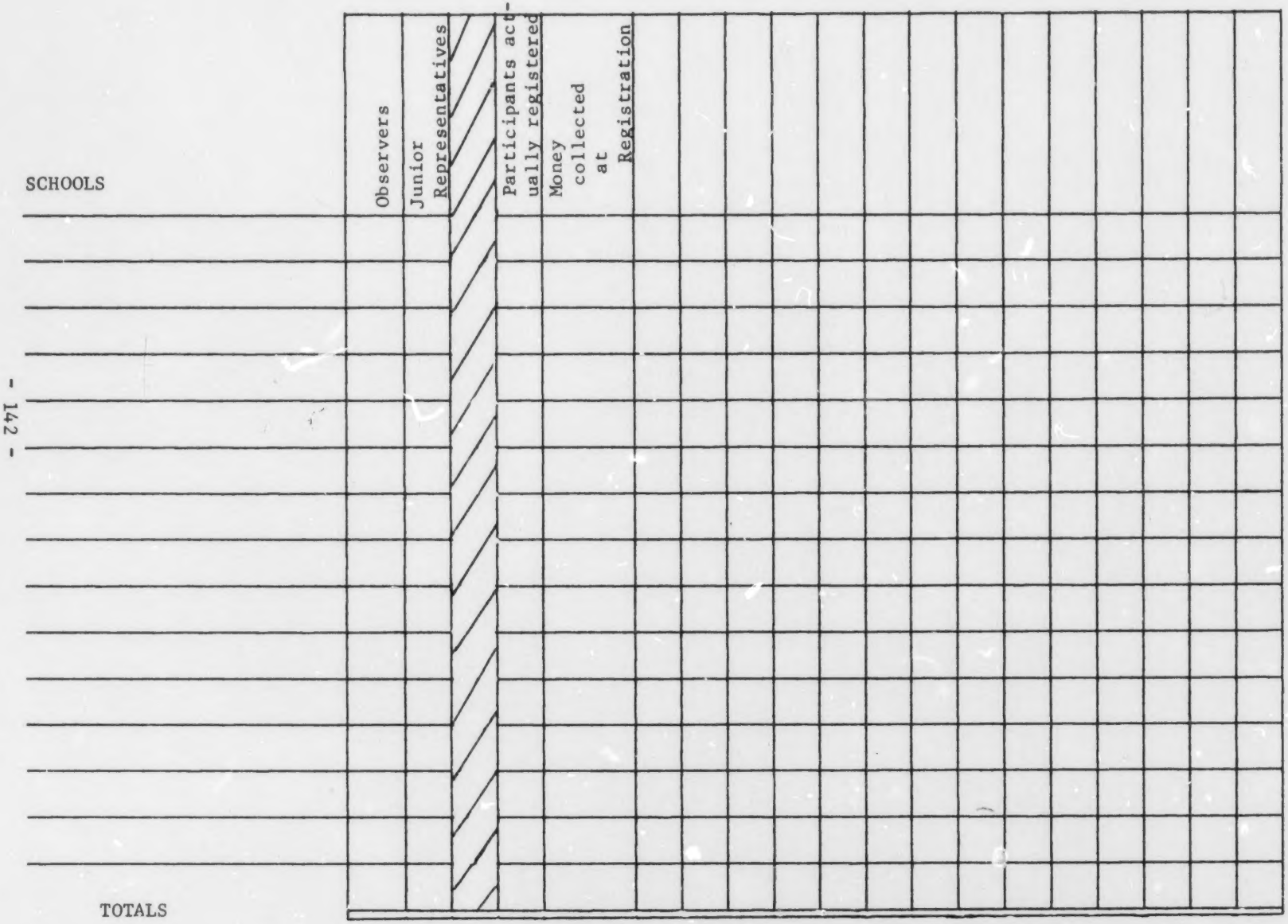
1. Keep all Proprietorship Cards with this Leasehold Record
2. USE INK
3. Submit this card with Proprietorship Cards by _____.

Signed _____
DECA MALL MANAGER

DISTRICT LEADERSHIP CONFERENCE
ACTIVITIES TALLY SHEET

SCHOOLS	Participants Pre-Registered	Guests	Workshop I	Workshop II	Workshop III	Workshop IV	Tour I	Tour II	DECAthon	Job Interview - Boys	Job Interview - Girls	Situation Handling	Public Speaking	Impromptu Speech	Do-It-Now Speech	Sales Demonstration-Hard Line	Sales Demonstration-Soft Line	Sales Demonstration-Intangible	Window Display	Mathematics of Distribution

DISTRICT LEADERSHIP CONFERENCE
ACTIVITIES TALLY SHEET



ORIENTATION MEETING - SAMPLE SCRIPT

Tim: The Second Annual Regional Leadership Conference in District Four will now come to order. It's my pleasure to introduce to you, Scott Robbins, of the Olympia Retailers Too. Scott will lead us in the flag salute.

Scott: Would you please stand and follow me in the flag salute.

Tim: The next order of business is to call roll. Would the official representative please stand as his chapter is called and stipulate how many members are in attendance.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

Tim: Mr. Robert Leingang and Mr. Fred Rexus will give you the orientation instructions at this time. I wish you all the best of luck.

AWARDS BANQUET - SAMPLE SCRIPT

Tim: (Rap 3 times with gavel)

Welcome to Region Four's 2nd Annual Banquet and Awards Ceremonies. Tonight we will recognize student accomplishments in the regional competitive activities program, which has become an active part of Washington DECA's Program of Youth Activities. Would you please stand as Dean Johnson leads us in the flag salute.

Dean: (Leads flag salute) Would you please remain standing while Shelley Johnston gives the Invocation.

Shelley: (Gives Invocation) You may be seated and begin eating.

(Watch Mr. Rexus for signal to resume program)

Tim: As the next order of business, I would like to introduce the distinguished guests at the head table. To my far right is . . . .

(Check seating chart!!)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

HEAD TABLE

AUDIENCE

10	8	6	4	2	PODIUM	1	3	5	7	9

1. Tim Renberg
2. Shelley Johnston
3. Mr. Kosinski - DE Coordinator - Mark Morris
4. Mr. Kent Neeley - DE Coordinator - R. A. Long - Conference Co-Chairman
5. Mrs. Kosinski
6. Mrs. Neeley
7. Mrs. Story
8. Mrs. Smith
9. Dr. David Story - President of Lower Columbia Community College
10. Dr. Milton Smith, Superintendent of Longview Schools

Tim: Next I would like those persons who participated as contest judges today to please stand. (Pause) We certainly appreciate the time and effort you gave to help make this, the Second Annual Region Four Leadership Conference a success.

(Lead applause)

Tim: Tonight we will present the awards to those students who gave outstanding presentations earlier today in:

1. Impromptu Speech - Elvin Page, Camas
2. Do-It-Now Speech - Elvin Page, Camas
3. Sales Demonstration - Soft Line - Robert Leingang, Vancouver
4. Sales Demonstration - Hard Line - Vern Hummel, Olympia
5. Intangible Sales Demonstration - Orville Cummings, Evergreen
6. Girl's Job Interview - William Winkler, Elma
7. Boy's Job Interview - LeRoy James, Battleground
8. Mathematics of Distribution - Tom McMillan, Ridgefield
9. Situation Handling - Dave Steele, North Thurston
10. Display - Chuck Kosinski, Mark Morris
11. Public Speaking - Alex Rexus, Aberdeen

(TURN PAGE)

Tim: The coordinator who handled the _____ contest(s) was _____. _____ would you please come to the podium and announce the winners?

Tim: In each contest a 1st, 2nd and 3rd place award will be presented. Dr. Story, President of Lower Columbia College, will present the awards for the first six contests.

Tim: (Refer to the 3rd page) Ask Mr. Elvin Page of Camas to present the Impromptu Speech and Do-It-Now Speech Awards.

Tim: (After Girl's Job Interview Awards) To present the final five contest awards is Dr. Smith .

Tim: Every banquet has a speaker, but the speaker for the banquet tonight will be the First Place Winner in the Public Speaking Contest. We know you will enjoy hearing _____, whose topic is _____ _____.

(After speaker is finished, lead applause)

Tim: Before closing, I'd like to introduce a man I highly respect as an individual as well as an outstanding coordinator, Mr. Fred Rexus, Chairman of Distributive Education in Area Four who would like to say a few words.

Mr. Rexus: (Present Certificates at this time)

Tim: Ladies and gentlemen, that concludes the Awards Banquet. Thank you for coming and I hope you enjoyed the banquet. Have a safe journey home and we hope to see every student in Yakima for the State Leadership Conference.

(Rap once with gavel)

This meeting is adjourned.

APPENDIX XXXXVIII

DISTRICT LEADERSHIP CONFERENCE
REGISTRATION SHEET

School District & School	Coordinator's Name	Adults and Student Delegates		Junior Repres. Regis-tered	Money Received
		Pre-Regist.	Actually Regist.		
					$
					$

CHECKS AND DOUBLE CHECKS

I. The Meeting Room or Rooms:

A. Number of rooms needed for general sessions and smaller group sessions. Are these available? _____ Are they conveniently located? _____

B. Are there separate air conditioning/heat controls in meeting rooms? _____

C. Size of general meeting room: length_____width_____height_____
Is this adequate (comfortable) for the group if seated as we want them to be? _____

D. Seating arrangement:

1. Schoolroom style, with table _____
2. U-shaped conference table _____
3. Theatre style _____
4. Head table for how many persons? _____

E. Is there space in general meeting room, or just outside, for "coffee break" service? _____

F. Is general session room separated from adjoining room by:

Solid wall? _____
Sliding panels? _____
Accordion panels? _____
Can you get noise disturbance from adjoining rooms? _____
Has it been tested to be sure? _____

G. When will principal meeting room be available? _____
At what time? _____
Scheduled completion? _____
Can our equipment be set up the night before a morning meeting? _____
Will there be a staff available to help us? _____
Can we set up equipment in the morning for an afternoon start of meeting? _____

NOTE: Avoid a tight schedule. If another group has the room from 9:00 a.m. to 12 noon, and you're due to start at 1:00 p.m., there is little likelihood the room will be ready for you.)

H. Is one room to serve both for general meeting and luncheon or dinner? _____

NOTE: If "Yes," avoid it! Particularly if you're expected to recess at a stated time to permit conversion. However, if room is big enough to permit both a meeting and a meal set-up, make sure table setting is done in advance of meeting and that there will be no table-setting during program.

I. Has the seating of guests other than delegates been planned?_____
Are guests to be in one location, or mixed in with delegates?_____
How are we designating seating plan?
In the room? _____
At the registration center? _____
In advance notices? _____

J. Has a diagram been provided showing how room is to be set up? _____

K. Has someone checked on the pencils, pads, etc.? _____

II. Audio Visual

A. Acoustics: Clap your hands sharply....talk loudly....listen carefully.

1. No echo or dead spots present? _____
2. No drapes or acoustic panels needed? _____

B. Audio: Plug in everything, then test it.

1. Public address system working? _____
2. Level set correctly, no feedback? _____
3. Electrical interference or hum? _____
4. Speaker placement OK? _____
5. Enough PA mikes? _____
6. Mike cords long enough? _____
7. Mike stand heights OK? _____
8. Tape recorder working? _____
9. Recording mike tested? _____

C. Booth or Projection Station--Do you have to erect a stand or move a table? If so, be sure it's sturdy. Also:

1. High enough to clear heads and hats? _____
2. Wide enough for all equipment? _____
3. Right distance from screen? _____
4. Rigid and level? _____
5. Enough AC electric power? _____
6. Circuit breakers or fuses located? _____
7. Spare fuses or standby circuits ready? _____
8. Enough extension cords or adapters: _____
AC power?_____Audio?_____Remote control?
_____
9. Intercom system tested? _____
10. Signal light or buzzer needed? _____
11. Emergency work light ready? _____

D. Lectern--Put yourself in the place of the dignitaries

1. Height comfortable? _____
2. Script light tested? _____
3. Glare eliminated from stage lights or spots? _____
4. Mike placement OK? _____
5. Pointer handy? _____

E. Room lights--Don't take anything for granted. This is one of the biggest causes of traffic commotion before showings.

1. All light switches located, checked and labeled? ____
2. Are power outlets hot when lights are out? ____
3. Is the room dark enough for projection? ____

F. Door--Expect people to come and go during the presentation. Is light from doors prevented from hitting screen? ____

G. Estimate how many people will be in the room and how long you expect the meeting to last.

1. Will air change sufficiently with doors and windows closed? ____
2. Will the temperature remain comfortable? ____
3. All heating, air conditioning and fan controls tested? ____

H. Screen--Know exactly what kinds of materials will be projected, then find out whether the existing screen is suitable.

1. Large enough? ____
2. Horizontal or square format? ____
3. Keystoning eliminated? ____
4. Surface appropriate for viewing conditions? ____
5. Electrical controls tested? ____
6. Stage curtain controls tested? ____

I. Seating--Put a typical slide on the screen, then go out and sit where the audience will sit.

1. Front row no closer than two screen widths? ____
2. Last row no further than six screen widths? ____
3. No row of screens wider than its distance from the screen (except "wide screen")? ____
4. Is the picture bright enough for people in the side seats? Is it distorted? ____
5. Will everyone be able to see when seats are filled? ____
6. Right lenses to fill the screen? ____
7. Vital spares on hand:
   Lamps? ____
   Belts? ____
   Fuses? ____
   Repair Kits? ____
8. Standby equipment ready? ____

J. Equipment. A breakdown can spoil the show. Be prepared.

1. Movie Projector:
   a. 16mm? ____
   b. Regular 8mm? ____
   c. Super 8mm? ____
   d. Tested and working? ____
   e. Spare lamp? ____
   f. Extension speaker? ____

J. 2. Slide projector:
Provision for control? ____
Remote extension? ____
Focus from remote? ____
Tested and working? ____
Spare lamp? ____

3. Filmstrip projector:
Provision for sound? ____
Tested and working? ____
Remote control? ____
Spare lamp? ____

4. Tape recorder:
Tested and working? ____
Built-in speaker? ____
Extension speaker? ____

5. Other equipment:
Easels? ____
Blackboards? ____
Chalk, eraser? ____

6. AC or DC current? ____

7. Sufficient extension cords of our own to supplement those provided? ____

K. A-V Materials--Inspect everything that's to be used. The day before, if possible.
Right subject and title? ____
Sequence in program checked? ____

Inspected for cleanliness and condition? ____

1. Films: Heads out, wound properly? ____
No breaks, tears or weak splices? ____
Sound? ____
Optical, magnetic or silent? ____
Run down to titles? ____
Prefocused and framed? ____

2. Slides:
Sound level determined? ____
Mounts compatible and straight? ____
No dirt or fingerprints? ____
Orientation checked (each slide)? ____
Magazines tested for jamming? ____
Prefocused and framed? ____

3. Tapes:
Heads out, wound properly? ____
Speed checked? ____
Tracks compatible? ____
Cued up? ____
Playback level determined? ____

L. People--The greatest variable. Brief and check everyone.

1. Schedule checked with program chairman? _____
2. Cued scripts for projectionist, audio man? _____
3. Presenters checked out on mikes, controls, etc.? _____
4. Everybody posted, checked out and cued: All equipment operators? Light switch operators? Drape and curtain operators? Door guards? _____

III. Organization of Luncheons, Dinners, Receptions, Coffee Breaks

A. Menu selections and deadline _____

B. Make sure we have a firm price per plate, including tips and taxes (if any)? _____

C. Number at head table?_____Number at other tables?_____Total to be served?_____

D. Minimum guarantee; Price per plate guarantee $_____

E. Place cards for head table and any other special tables? _____

F. Table tents, with appropriate legend, for special tables (such as Advisory Committee, Honored Guests, Press, etc.)? _____

G. Can the room be served easily without disturbance? (check location of kitchen, entrance and exit doors in relation to head table, other tables, etc.) _____

H. Deadline for having room set up? _____

I. If a reception, are appetizers to be served? If so, elaborate, or simply potato chips, peanuts and such? _____

J. Have we provided a diagram of exactly how we want the room set up? _____

K. Firm times for coffee breaks, meal service, reception service...then stick to those hours. _____

IV. Registration

A. Approximate time required _____

B. Registration cards: number and size _____

C. Name tags for delegates and guests? _____
Made ahead, ready for distribution? _____

D. Programs and other material for registration packet ready? _____

IV. E. Personnel to handle _____

F. Number of tables, chairs _____

G. Typewriter: number and type _____

H. Paper, pencils, pens _____

I. Signs _____

J. Water pitcher, glasses _____

K. Lighting _____

L. Telephones _____

M. Bulletin boards: number and size _____

V. Organization of Exhibits

A. Number of exhibits _____

B. Floor plans for each exhibit furnished _____

C. Date of set-up and dismantling _____

D. Room assignments and daily rentals _____

E. Name of display company _____

F. Directional signs _____

G. Labor charges: electrician and carpenter services _____

H. Electrical power, steam, gas, water and waste lines _____

I. Electrical charges _____

J. Partitions, backdrops _____

K. Storage of shipping cases _____

L. Guard service _____

VI. General Meeting and Conference Items

A. First notice of meeting mailed? Date?_____

B. Follow-up notice sent? Date?_____

C. Conference or meeting kits being used? _____
Date ready? _____

D. Agenda or program to be made up? _____
If so, date ready _____

E. Photographer wanted? If so, what kind? _____
News
General
Will he need special equipment (wide/angle lens, salve units?) _____
(Explain in advance exactly what you have in mind so he can be prepared)

F. Equipment rentals? ____

G. Special easel signs needed in lobby or elsewhere to direct people? ____
Event listed on "Announcements of the Day" bulletin board in lobby? ____

H. For those presiding:
Special agenda with step-by-step program? ____
Has it facts for introduction of speakers,etc.? ____
Timetable? ____
Head table seating list for introductions? ____
Introduction list for other than head table? ____

I. If delegate seating is by groups, have table tents been prepared with names of groups, states, chapters or whatever the categories? ____

VII. Press Relations

A. Is advance release on meeting wanted?
If so, date to release? _____

B. Advance copies of speeches or presentations wanted? If so, available? ____

C. Advance releases on major speeches wanted?
If so, date to release? _____

D. If advance copies unavailable, on-the-spot release arrangements OK and made? ____

E. Press conference for a major speaker? ____
TV interview? ____
Radio? ____

F. Coverage in home town papers for delegates? ____
Award winners? ____
Coverage for company house organs on award winners? ____

G. Follow-up release on outcome of meeting or conference? ____

SAMPLE CONFERENCE REPORT FORM--DE AREA III

REPORT

On The 1971 Area III
W-DECA DISTRICT LEADERSHIP CONFERENCE

I. Attendance

127 . . . . . Students attended from 17 DECA chapters

18 . . . . . Teachers and adult distributive education personnel assisted in the conference program.

15 . . . . . Business people served as judges and officials.

6 . . . . . Professional people consulted with students in the Career Discussion area.

4 . . . . . Officials from W-DECA attended as guests.

170 . . . . . People were involved.

II. Budget

Income: ($6.00 x 154 + $7.00 x 1) $931.00

Expenses: 690.37

Ribbon Awards	$ 59.54
Certificates and I.D. Badges	31.25
Suite and room rental w/room service	87.34
Banquet	458.24
Overpayment refunds	54.00
	$690.37

Balance in Area III Checking account $240.63

The above balance will be transferred to a savings account in the Parkland branch of the Puget Sound National Bank under the title of Region III W-DECA District Leadership Conference.

III. Chapter Participation and Results

Chapter	D.L.C. Delegates	Points	Rank
Lakes Chargers	10	32	1
Lakes Marketeers	11	27	2
Clover Park Voc-Tech	13	23	3
Puyallup	10	22	4.5
Rogers	10	22	4.5
Ft. Steilacoom Early Birds	11	21	6
South Kitsap	1	15	7
North Kitsap	13	14	8
Clover Park H.S.	5	13	9.5
Port Angeles	4	13	9.5
Franklin Pierce	11	12	11
Washington	6	6	12.5
Lincoln	7	6	12.5
East Bremerton	5	5	14
Ft. Steilacoom Night Owls	4	4	15
Stadium	3	3	16
Wilson	2	2	17

IV. Merchandise Mathematics Contest Results

Name	School	Score	Rank
June Tincher	Lakes	87	1
Shauna Neeley	Puyallup	86	2
Michael Reandeau	Port Angeles	82	3
David Pitts	Lakes	77	4
John Cunningham	Lakes	75	5
Sandy Wesseiius	Franklin Pierce	73	6
Bruce Moore	Puyallup	67	7
Barbara Michaels	Puyallup	64	8
Joseph Sinkula	Clover Park Voc-Tech	60	9
Charles Heatherly	Rogers	53	10
Curtis Ness	Clover Park Voc-Tech	51	11
Mike Smith	Rogers	51	12
Jackie Auley	Wilson	48	13
Rita Timmerman	North Kitsap	46	14
Sue Hosum	Franklin Pierce	45	15
James Oas	North Kitsap	42	16
Rick Nybeck	Washington	41	17
Sue Keister	Lakes	39	18
Barbara Savage	Lakes	39	18
Steven Goff	Ft. Steilacoom CC	36	20
Palmer Johnson	Washington	33	21
Robert Burton	Ft. Steilacoom CC	23	22

V. Impromptu Speech Contest Results

Name	School	Score	Rank
Bruce Allsen	Clover Park Voc-Tech	263	1
Peggy Nelson	Rogers	261	2
Terry Seitz	Puyallup	240	3
Wayne Hostetler	Port Angeles	213	4
Ron Servine	Ft. Steilacoom CC	193	5.5
John Carter	Clover Park Voc-Tech	193	5.5
Sue Daniels	Puyallup	185	7
Shirley Campbell	Washington	182	8
Chris Kish	Lakes	178	9.5
Duane Burgeson	Franklin Pierce	178	9.5
Mike Simpson	Lakes	145	11

VI. Situation Handling Contest Results

Name	School	Score	Rank
Jim Pearson	Lakes	156	1
Linda Bryant	South Kitsap	154	2
Jane Hostatter	Puyallup	151	3
Harlan Zentner	Ft. Steilacoom CC	148	4
Linda Israel	Lakes	147	5
Jay Taylor	Franklin Pierce	140	6
Marie Zimmerman	Clover Park	137	7
Tom Brooks	Lakes	133	8
Chuck Falsetta	Clover Park Voc-Tech	131	9.5
Ken Bergman	Franklin Pierce	131	9.5
Dave Kiley	Clover Park Voc-Tech	130	11
Keley Taylor	Clover Park	129	12
Shelley Johnston	Rogers	126	13
Michelle Nelson	Rogers	125	14
Debbie Warmbier	Lakes	124	15
Cindy Harris	Port Angeles	121	16.5
Terry Houghton	Puyallup	121	16.5
Patty Nehl	Lakes	115	18
Arlene Snyder	North Kitsap	114	19
Chris Lucas	Rogers	111	20
Val Erickson	North Kitsap	87	21
Marilyn Wolfe	Washington	83	22

VII. Sales Demonstration Contest Results

Name	School	Score	Rank
Marty Mulchay	Lakes	98.75	1
Linda Dagan	Clover Park	98.5	2
Wes Fue	Lakes	98.25	3
Stan Cochran	Puyallup	93.25	4
Carol Ross	Washington	91.25	5
Tom Hogenson	Puyallup	90.5	6
Evelyn Barrientos	Lincoln	89.5	7
Elaine Kohlstaedt	Puyallup	88.75	8
Perry Criss	Clover Park Voc-Tech	88.5	9
Jackie Smith	East Bremerton	88	10
Mike West	Wilson	86.25	11

VII. Sales Demonstration Contest Results (continued)

Name	School	Score	Rank
Esme Gibbs	Lakes	86	12
Marilyn Takase	Lakes	84.75	13
Hermeino Vargas	Clover Park	83.25	14
James Riley	Ft. Steilacoom CC	82.5	15
Rich Belcher	Ft. Steilacoom CC	79.75	16
Steve Hanson	North Kitsap	79	17

The following is a list of Career Counselors for the first Area III DECA Conference:

Tom Wright	Food Marketing Institute	Ft. Steilacoom CC
Don Elliot	Hotel-Motel	Clover Park Voc-Tech
Stephanie Burlen	Cashier-Checking	Clover Park Voc-Tech
Glen Graves	Advertising	Glen Graves Adv. Agency
Bennie Anderson	Restaurant Mgt.	Lakewood Terrace Restaurant
Eldon Lindley	Petroleum	Standard Oil Co. (retired)

The following is a list of the W-DECA guests who attended the first Area III DECA Conference:

LeRoy McCartney	State Supervisor of Distributive Education
Stan Cross	Chairman, W-DECA State Advisory Committee
Tim Renberg	1970-71 State President, High School Division
Fred Rexus	W-DECA President's Advisor

LIST OF JUDGES FOR THE FIRST AREA III D.E. CONFERENCE

ALLEN, MRS. OZETTA (CLOVER PARK TECH GRADUATE) SALES
INTERIOR DESIGNER - SEARS ROEBUCK AND COMPANY
DOWNTOWN TACOMA STORE TACOMA, 98402

BEARD, MR. DOUGLAS SITUATION
MANAGER - RHODES DEPARTMENT STORE
DOWNTOWN TACOMA STORE TACOMA, 98402

BELLANDI, MR. AL E. (LINCOLN D.E. GRADUATE) SALES
SALES REPRESENTATIVE -NEW YORK LIFE INSURANCE
6323 SOUTH C STREET - TACOMA, 98404

BURNS, MRS. FELICIA SPEECH
TOASTMISTRESS' CLUB OF TACOMA
701 SOUTH YAKIMA AVENUE - TACOMA, 98405

CARLSON, MR. HAROLD SITUATION
VICE-PRESIDENT - PACIFIC NATIONAL BANK OF WASHINGTON
LAKEWOOD VILLA PLAZA BRANCH - TACOMA, 98499

KOSKI, MR JERRY (LINCOLN D.E. GRADUATE) SITUATION
GENERAL MERCHANDISE MANAGER - BERNIE'S STORES
117 WARREN AVENUE NORTH - SEATTLE, 98109

MITSULES, MR. LARRY (STADIUM D.E. GRADUATE) — SPEECH
TOASTMASTERS' CLUB OF TACOMA
3133 NORTH VILLARD - TACOMA, 98407

PYLE, MR. JACK (CLOVER PARK TECH GRADUATE) — SALES
SALESMAN FOR GENERAL MILLS
3521 NORTH PROCTOR STREET - TACOMA, 98407

ROSCOE, MR. DALE (LINCOLN D.E. GRADUATE) — SALES
SALES REPRESENTATIVE - STAUFFER CHEMICALS
3137 NORTH VILLARD - TACOMA, 98407

SIMPSON, MRS. LINDA (STADIUM D.E. GRADUATE) — SALES
BUYER, RHODES DEPARTMENT STORE
DOWNTOWN TACOMA STORE,- TACOMA, 98402

SULLIVAN, MR. PAUL — SITUATION
MANAGER - J. C. PENNEY COMPANY
LAKEWOOD VILLA PLAZA STORE - TACOMA, 98499

WALTER, MR. JIM — SITUATION
VILLA PLAZA CLEANERS - OWNER-MANAGER
LAKEWOOD VILLA PLAZA - TACOMA, 98499

WOODARD, MRS. PATRICIA (LINCOLN D.E. GRADUATE) — SPEECH
FORMER PERSONNEL EXECUTIVE FOR THREE DIFFERENT
BANKS AND NALLEY'S INC. NOW TEACHING FOR TACOMA SCHOOLS
1514 NORTH ALDER STREET - TACOMA, 98406

Assisting Distributive Education Personnel from Area III:

John Fields, Conference Co-Chairman (Lakes)
Dick Parks, Conference Co-Chairman (Franklin Pierce)
Katharine Bush, Contest Co-Chairman (Stadium)
Loismarie Doerner, Contest Co-Chairman (Lincoln)
Corky Diseth, Sales Contest Chairman (Puyallup & Rogers)
Gerald Ziebeck, Situation Handling Contest Chairman (Clover Park)
Phil Royer, Impromptu Speech Contest Chairman (East Bremerton)
Ross Bischoff, Math Contest Chairman (South Kitsap)
Tom Schillar, DECA Activities Clinic Chairman (North Kitsap)
Ed Hagenau, DECA Mall Activity Chairman (Ft. Steilacoom CC)
Bill Mohler, Advertising Clinic Chairman (Clover Park Voc-Tech)
Tom Wright, Career Area Chairman (Ft. Steilacoom CC)
James Capelli, Holding Room Advisor (Clover Park Voc-Tech)
John Gleason, Preparation Room Advisor (Wilson)
Gerald Lankford, Situation Handling Contest Advisor (Fife)
Dennis Bilow, Sales Contest Advisor (Port Angeles)
Dick Thayer, General Conference Assistant (Lakes)

Adult Student Assistants from Ft. Steilacoom Community College:

Jim Saint	Math Contest Scorer
Ross Scott	Math Contest Scorer
Martin Mayo	Situation Handling Contest Assistant
Albert Turner	Impromptu Speech Contest Assistant
Robert Rudisill	Sales Contest Assistant

Thanks to everyone for your efforts in making this a real great experience for the students.

Dick and John

SAMPLE CONFERENCE REPORT FORM--DE AREA I

AREA I, DISTRICT LEADERSHIP CONFERENCE
FINANCIAL REPORT
March 1, 1971

173 Registrations @ $6.00		$1038.00
Less Operating Expenditures		
Shoreline Community College Security	$140.00	
Awards Banquet	630.00	
Coffee Break	10.06	
Flowers for Deanne	10.50	
Money order charge	.85	
		791.41
		$ 246.59

Inv.	Used	Shipped		Shipped	Used
0	1	1	Rev. Plaque	32.00	32.00
1	11	12	Gold Medals @ $2.50	30.00	27.50
1	11	12	Silver Medals @ $2.25	27.00	24.75
1	11	12	Bronze Medals @ $2.00	24.00	22.00
60	0	60	Judges Ribbons @ .08	4.80	--
6	11	17	1st Place Ribbons		.88
6	11	17	2nd Place "		.88
6	11	17	3rd Place "		.88
6	11	17	4th Place " @.08	8.16	.88
7	10	17	5th Place "		.80
7	10	17	6th Place "		.80
137	163	300	Name Tags @ 7.50 per 100	22.50	15.00
60	150	210	Entry Ribbons @ .08	16.80	12.00
43	32	75	Cert. of Appreciation @.12	9.00	3.84
9	46	55	Honor Awards @.12	6.60	5.52
0	7	7	Cert. of Service. @.12	.84	.84
				$181.70	$148.57

Income in excess of General Costs	$246.59
Less costs of Total Awards Program	148.57
Net Profit	$ 98.02

OR

Income in Excess of General Costs	$246.59
Less Cost of All Awards Shipped	181.70
Net Profit	$ 64.80

STUDENT LEADERSHIP CONFERENCE

	School Points (Total)
Meadowdale High School	65
Ingraham High School	32
Mountlake Terrace - T-DECA	23
Cascade High - DECA II	21
Cascade High - DECA I	20
Bellingham Tech. - Pioneers	17
Everett High - Seagull Sellers	14
Woodway High School	11
Everett High - DECA Dealers	11
Marysville High School	11
Edmonds High - Sales Ed. Club	8
Arlington High - Assets	9
Lake Stevens High	5
Shorecrest High - Highland Merchandisers	2

STUDENT LEADERSHIP CONFERENCE
Contest Winners

Display:

1.	Logan Long	Edmonds High Sales Ed. Club
2.	Debbie Prather	Lake Stevens - G.G.B'S
3.	Randy Booth	Meadowdale High
4.	Joan Timmins	Ingraham High
5.	Lorraine Hicks	Cascade High - DECA II
6.	Chris Gouaert	Cascade High - DECA I

Sales - Intangible:

1.	Karen Prall	Ingraham High
2.	Ron Ryals	Meadowdale High
3.	Marji Singhrs	Meadowdale High
4.	Linda McGoldrick	Terrace High - T-DECA
5.	Diana Allen	Everett High - Seagull Sellers
6.	Isiam Hendsley	Cascade High - DECA II

Sales - Soft:

1.	Laurie Abercrombie	Marysville High
2.	Dale Garrett	Woodway High School
3.	Craig Purfeerst	Meadowdale High
4.	Teri Short	Bellingham Tech. - Pioneers
5.	Debbie Martyn	Meadowdale High
6.	Debbie Reimer	Everett High - Seagull Sellers

Sales - Hard:

1.	Bob Croffut	Meadowdale High
2.	Kathy Mitchell	Ingraham High
3.	Bill Rodland	Everett High - Seagull Sellers
4.	Mike Dorgan	Meadowdale High
5.	Ron Miller	Everett High - DECA Dealers
6.	Dan Euteneir	Cascade High - DECA I

Math. of Distribution:

1.	Judith Matthews	Ingraham High
2.	Ken Rue	Arlington High - Assets
3.	Debra Eisenhauer	Cascade High - DECA II
4.	Chris Doramus	Cascade High - DECA II
5.	Charleen Conley	Cascade High - DECA I
6.	Jim Hochalter	Cascade High - DECA I

Public Speaking:

1.	Candy Moore	Meadowdale High
2.	Katy Gunn	Terrace High - T-DECA
3.	Linda Grothe	Bellingham Tech. - Pioneers
4.	Patty Fettig	Cascade High - DECA I
5.	Leroy Sperry	Bellingham Tech. - Pioneers
6.	Todd Wilbanks	Everett High - Seagull Sellers

Situation Handling:

1.	Terry Bell	Everett High - DECA Dealers
2.	Gail Hathaway	Ingraham High
3.	Kris Cleaves	Arlington High - Assets
4.	Sara Rowan	Cascade High - DECA II
5.	Chris Evers	Everett High - Seagull Sellers
6.	Donna Fale	Ingraham High

Impromptu Speech:

1.	Leanne Rise	Cascade High - DECA I
2.	Sherry Staley	Terrace High - T-DECA
3.	Patty Jones	Cascade High - DECA II
4.	John McCormick	Everett High - DECA Dealers

Job Interview - Boys:

1.	Barry Brada	Woodway High
2.	Dean Johnson	Meadowdale High
3.	Mike Olson	Cascade High - DECA II
4.	Rick Riffle	Meadowdale High
5.	Robert Schwartz	Bellingham Tech. - Pioneers
6.	Monty Marm	Edmonds High - Sales Ed. Club

Job Interview - Girls

1.	Lori Sandberg	Cascade High - DECA I
2.	Karol Shewey	Marysville High
3.	Jan Fredrickson	Bellingham Tech. - Pioneers
4.	Kelli Thompson	Meadowdale High
5.	Lynn Benner	Bellingham Tech. - Pioneers
6.	Mary Lou Balloun	Edmonds High - Sales Ed. Club

DECAthon:

1.	Eileen Havens	Meadowdale High
2.	Vicki Jamison	Terrace High - T-DECA
3.	Barb Pruitt	Meadowdale High
4.	Cindi Gordon	Ingraham High
5.	Rick Ressequie	Everett High - Seagull Sellers
6.	Ann Perry	Shorecrest High - Highland Merchandisers

INDEX

INDEX

Activities Tally Sheet, 141
Advisor's Packets, 11; see also Competitive Activities
Agenda, 6
Appendices, 25-168
Area Development, 3
Area Map, 3
Area Membership, 3
Awards, 17-19
Awards Banquet, 42
Awards Banquet Sample Script, 144

Budget, 6

Certificates, 17
Chapter Breakdown by DE Area, 31-33
Checklist of Duties, 3, 35-43
Checks and Double Checks, 23, 151-157
City Locations, 5
Conduct Practices and Procedures, 59
Competitive Activities
    Advisor's Packets, 13; see also Chairman's Packets
    Chairman's Packets, 13, 37
    Drawing for Contest Time, 15
    Final Report Forms, 103-105
    General Instructions, 71
    Judges, 11 and 69
    Judges Check-Off List, 67
    Judges Information Sheet, 99
    Manpower Needs, 13-15
    Pre-Registration Forms, 9, 55-57
    Problems, 17
    Room Layouts, 111-135; see also Room Layouts
    Sales Demonstration Customer Information Sheet, 101
    Specific Instructions
      DECAthon, 89-98
        Impromptu Speech, 91
        Job Interview - Boy's and Girl's, 95
        Mathematics of Distribution, 97
        Sales Demonstration Intangibles, 89
        Situation Handling, 93
      Do-It-Now Speech, 81
      Impromptu Speech, 79
      Job Interview - Boy's and Girl's, 87
      Mathematics of Distribution, 73
      Public Speaking, 77
      Sales Demonstration - Hard Lines, Soft Lines, and Intangibles, 85
      Situation Handling, 83
      Window Display, 75

Tests, 17
Time Breakdowns, 107
Competitive Events, see also Competitive Activities
Conference
Agenda, 6
Awards, 17-19
Budget, 6
Dates, 5
Games, 17
Invitations, 11
Memo, 9, 49, 61
Registration, 19
Registration Fee, 9
Registration Sheet, 149
Report Forms, 159, 165
Scripts, 19, 143
Sites, 5
Contestants, 17
Contestant Time Sheet Samples, 107
Cooperation, 23
Customer Information Sheet, 101

DECA Mall-Proprietorship Recruitment Game, 17, 137-140
DECAthon, see also Competitive Activities
Contestant Time Sheet Sample, 109
Manpower Needs, 15
Room Layouts, 111, 113, 119, 121, 123, 127, 129, 135
Specific Instructions, 89-98
Tabulation Form, 105
Delegate Conduct Practices, 59
Delegates, 17
Determination of Conference Registration Fee, 9
Distributive Education Areas, 1, 29
Do-It-Now Speech, see also Competitive Activities
Manpower Needs, 15
Room Layout, 125
Specific Instructions, 81
Drawing for Contest Times, 15

Events, see Competitive Activities

Facilities, 5
Final Report Forms
Competitive Activities, 103
Conference, 159, 165
Follow-up Letters to Judges, 69

Games, 17
General Instructions - Competitive Events, 71-72

History of District Leadership Conferences, 1

Impromptu Speech
Manpower Needs, 15
Room Layouts
Preparation Room, 121
Presentation Room, 123
Specific Instructions, 79

Job Interview - Boy's and Girl's
Manpower Needs, 15
Room Layouts
Job Interview - Boy's, 127
Job Interview - Girl's, 129
Specific Instructions, 87
Judges, 11
Judge's Check-Off List, 67
Judge's Information Sheet, 99
Judge's Follow-up Letter, 69
Judge's Rating Sheets, 13

Locations, 5

Manpower Needs
DECAthon, 15
Do-It-Now Speech, 15
Impromptu Speech, 15
Job Interview - Boy's and Girl's, 15
Mathematics of Distribution, 11
Public Speaking, 15
Sales Demonstration, Hard Lines, Soft Lines, and Intangibles, 11
Situation Handling, 15
Window Display, 11
Mathematics of Distribution
Manpower Needs, 13
Room Layout, 119
Specific Instructions, 73
Memo, 9, 49, 61
Mileage Charts, 49

Name Tabs, 19

Orientation Meeting Sample Script, 143

Planning for a District Leadership Conference, 2
Pre-Registration Forms
Competitive Activities, 55
Workshops, 57
Problem Areas
Communications, 1
Leadership Development, 2
Program Development, 1
Problems - Competitive Events, 17
Public Speaking
Manpower Needs, 15
Room Layout, 115
Specific Instructions, 77
Purposes of District Leadership Conference, 2

Registration, 19
Registration Fee, 9
Registration Sheet, 149
Registration Set-Up, 21
Reports, 23, 103, 105, 159
Ribbons, 19
Room Layouts, 17
DECAthon

Impromptu Speech Preparation Room, 121
Impromptu Speech Presentation Room, 123
Job Interview - Boy's, 127
Job Interview - Girl's, 129
Mathematics of Distribution, 97
Sales Demonstration - Intangibles, 89
Situation Handling Preparation Room, 111
Situation Handling Presentation Room, 113
Do-It-Now Speech, 125
Impromptu Speech
Preparation Room, 121
Presentation Room, 123
Job Interview - Boy's, 127
Job Interview - Girl's, 129
Mathematics of Distribution, 119
Public Speaking, 115
Sales Demonstration - Hard Lines, 131
Sales Demonstration - Soft Lines, 133
Sales Demonstration - Intangibles, 135
Situation Handling
Preparation Room, 111
Presentation Room, 113
Window Display Testing Room, 117

Sales Demonstration - Hard Lines, Soft Lines, and Intangibles
Customer Instructions, 101
Manpower Needs, 13
Room Layouts
Hard Lines, 131
Soft Lines, 133
Intangibles, 135
Specific Instructions, 85
Sample Conference Agenda, 6
Scripts, 19, 143
Signs, 36
Situation Handling
Manpower Needs, 15
Room Layout
Preparation Room, 111
Presentation Room, 113
Specific Instructions, 83
Specific Instructions
DECAthon
Impromptu Speech, 91
Job Interview - Boy's and Girl's, 95
Mathematics of Distribution, 97
Sales Demonstration - Intangibles, 89
Situation Handling, 93
Do-It-Now Speech, 81
Impromptu Speech, 79
Job Interview - Boy's and Girl's, 87
Mathematics of Distribution, 73
Public Speaking, 77
Sales Demonstration, Hard Lines, Soft Lines,
and Intangibles, 85
Situation Handling, 83
Window Display, 75

Specification Sheets, 13
Suggested Guidelines for Leadership Conferences - Districts I-VII, 1
Supplies and Equipment, 36

Table of Appendices, 25
Tally Card, 21
Tally Sheet, 141
Tests, 17
Time Sheets, 107
Tours, 11

Window Display
    Manpower Needs, 13
    Specific Instructions, 75
    Testing Room Layout, 117
Workshops, 11
Workshop Pre-Registration Forms, 57
Workshop Speaker Check-Off List, 57

WASHINGTON DECA DECADE TABLE OF MEMBERSHIP

Categorical Membership	YEARS									
	1961-62	1962-63	1963-64	1964-65	1965-66	1966-67	1967-68	1968-69	1969-70	1970-71
ALUMNI (1967)	---	---	---	---	---	---	37	21	6	61
ASSOCIATE	---	---	---	15	2	---	---	---	---	---
COLLEGIATE (1970)	---	---	---	---	---	---	---	---	---	5
HIGH SCHOOL (1947)	743	777	892	1192	1340	1415	1614	1847	2070	2320
POST SECONDARY (1961)	24	61	129	209	294	350	349	636	561	618
PROFESSIONAL (1962)	---	17	20	32	42	66	74	94	135	125
TOTAL MEMBERSHIP	767	855	1041	1448	1678	1858	2076	2598	2772	3129
% Increase in Membership--1961 base of 100%	100%	111%	135.7%	188.8%	218.9%	242.2%	270.7%	338.7%	361.4%	407.9%
Ranking Comparison to Other State Associations	10th	9th	9th	6th	7th	9th	10th	10th	12th	13th
% of State Association Membership Compared to National Membership	3.059%	2.861%	2.837%	3.057%	2.830%	2.565%	2.479%	2.652%	2.561%	2.520%
Increase in # of members over previous years	---	88	186	407	230	180	218	Trend Change 522	174	357
Increase in # of members since 1961	---	88	274	681	911	1091	1309	1831	2005	2362

DECA

Distributive Education Clubs of America

the beginning:

the first official statewide meeting of Washington-DECA 1947.

	1947	1971
Membership:	less than 100 members	over 3,000 members
No. of chapters	11	125
Divisions:	high school division	prep division high school division mid-management division collegiate division alumni division
Serving:	high school cooperative DE students	high school preparatory DE students; high school cooperative students; post secondary DE students; 4 year college students preparing to become DE teacher-coordinators; and individuals who have graduated from a DE program.

the future:

state DECA officers met with K. Otto Logan, DE director, during the 1970 officers training conference. From the left: Kirk White, president; Diane Smith, corresponding secretary; Ann Cutright, treasurer; Renee Wakkuri, recording secretary; Tom Lamoureux, reporter; Dave Hauge, western regional vice president; and Logan.

W-DECA

an instructional tool

Having held its first official state meeting on January 11, 1947, the year 1971 marked Washington DECA's Silver Anniversary. Those 25 years saw W-DECA prosper and grow while providing a quality program of activities for Washington state's distributive education students.

In the beginning, W-DECA chapters were organized in order to provide the DE student with a opportunity to participate in social activities. Today W-DECA activities are a vital part of the total distributive education program and serve the DE teacher-coordinator as teaching tools in the areas of human relations, leadership development, professional attitudes, civic consciousness, and social intelligence.

Sponsored by the Coordinating Council for Occupational Education, W-DECA activities are continually evaluated in terms of their educational value in preparing the DE student for his career objective. Thus, the W-DECA program of activities is designed to provide learning experiences which will contribute to the students occupational competence, thereby becoming co-curricular in nature versus extra-curricular.